



## INSTRUCTIONS FOR AGENTS/BROKERS: MAKING AN OFFER ON A fsboTECH POSTING

1. Register and log on at [www.fsboTECH.com](http://www.fsboTECH.com)
2. Click on the property you want to make an offer on
3. On right side of screen, click on "Make Offer"
4. You will next be asked if you are making an offer for yourself or on behalf of a client. Click that you are making the offer for your client and insert your client(s) name and email. You will continue to make the offer and your client(s) will receive the documentation to sign electronically if the deal is made. Add any necessary terms in the "Other" box, such as "Washer, dryer, and refrigerator remain in the home after closing."
5. Seller will automatically receive your offer when you click "Submit Offer"
6. You can have unlimited counter-offers back and forth, but when a deal is agreed upon by both parties, you will confirm (click) on the seller's selected escrow company and proceed to the Purchase Agreement. Read it over carefully and fill in the portions that are under your control. Click on the "?" bubbles for instructions specific to each area.
7. Once you have filled in your portion, click Submit. The Purchase Agreement will go to the Seller, who will complete their portion and click Submit.
8. Both Buyer and Seller will be notified via EMAIL that a document needs to be signed. The digital signing company is HelloSign. Look in your "Spam" folder if you haven't received the document in 5 minutes. Both parties sign and submit and the Purchase Agreement is electronically sent to the selected Title and Escrow company. You can download it, save it, or print it if you'd like.
9. You will be contacted by the title and escrow company for any further information needed to complete the sale.

**AND THAT'S IT! YOU'RE ON YOUR WAY TO ANOTHER SOLD PROPERTY.  
CONGRATULATIONS!**