



INSTRUCTIONS FOR BUYERS: MAKING AN OFFER ON A fsboTECH POSTING

1. Register and log on at 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. Fill in the fields that pertain to your offer.
 - In the "Second Buyer's email", insert the email of your spouse or partner (anyone who will need to digitally sign documents related to your purchase)
 - In the "Other" box, list any terms particular to this offer (e.g. "patio furniture to remain at house")
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 then click on the escrow company that the Seller has selected, acknowledging Seller's choice.
7. Then, open 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.
8. 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.
9. 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.
10. 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 A NEW HOME.
CONGRATULATIONS!**