



How to extend an offer with Divvy

Before the offer

1 Confirm the budget

Visit your Divvy Agent Portal and use the [calculator](#) to determine whether the home fits into the client's monthly budget prior to showing the home to the client.

2 Call the client

Talk to them about:

Monthly Payments

- Are they comfortable with the monthly payment provided by the Divvy calculator?
- Are they comfortable with increasing the down payment or would they like to stay at their planned level?
- Purchase Price
 - Is the client comfortable with offering over List Price?
 - How high are they willing to go in order to win?

Payments due before Closing

- Do they understand that once the offer is accepted, downpayment is due?
- Do they understand that any applicable rent payments must be cleared (not just initiated) prior to close?

3 Visit the home

If the home fits within the client's budget, visit the home with the client and see whether they want to move forward with an offer or not.

Before the offer (continued)

4 Call the listing agent

Talk to them about:

All available Property Disclosures

- LBP (only if built before 1978)
- CAD
- SPD

Age of Major Home Systems

- Roof (Less than 18 years)
- HVAC (Less than 18 years)
- Furnace (Less than 18 years)

Offers & Competition

- How many other offers are on the home?
- Range of offer prices
- What terms is the seller looking for?

Inspection Period (Due Diligence)

- Closing Date
- Closing Attorney

Home Eligibility

- Is the home in an HOA?
- If so, are there rental restrictions?

Requesting the offer

5 Initiate the offer

After completing all previous steps, initiate the offer through your [Divvy Portal](#). Divvy's Offers Team will call you shortly to discuss.

6 Expect a call within 2 hours

Our Offers Team will call you within 2 hours of initiating an offer.

Text us at **(833) 600-0096** if the offer is more urgent.

Please be ready to discuss all of the information gathered prior to offer initiation from the Listing Agent and client. We **cannot move forward** with the offer without discussing these items on a call.

Please note the Underwriting Team will **re-review** the customer's application once an offer has been extended, similar to the mortgage process.

Customers will be notified by the Divvy Underwriting Team if they are required to submit updated income documents. As soon as the customer submits the requested documentation, the underwriting team will review their file within **24-48 hours**.

Failure to verify income can lead to termination.

Extending the offer

7 Call the client after we send the Occupant Proposal & \$500 deposit request

Once we have agreed upon the offer price and the client is ready to proceed, we will need these items completed by the client:

Occupant Proposal (OP)

The lease agreement specifying the rent, down payment, offer price, buyback prices, and other important information.

\$500 Earnest Money (EM) deposit

This \$500 good faith deposit is required before Divvy is able to draft or sign any offers; this is NOT the earnest money Divvy will pay the seller.

If an offer is **approved**:



- The deposit is applied to the down payment

If an offer is **declined**:



- The client can apply it to the next offer
- Or request a full refund at offers@divvyhomes.com

8 Prepare the Purchase Agreement contract

After the client has signed the Occupant Proposal and paid the \$500 deposit, we will then sign/draft the offer within 1 hour of receipt of Occupant Proposal/Earnest Money. Our offer process varies slightly between states:

GA, FL, TX, AZ, MN:

Divvy will prepare the offer and send it over to you to review. Please make any changes necessary.

You send the signed contract to the Listing Agent/Seller.

Buyer Brokerage Agreements will be sent along with offers

CO, MO, OH, TN:

Please prepare the offer and send it to Divvy at offers@divvyhomes.com to review/sign.

You send the signed contract to the Listing Agent/Seller.

9 Send updates

Once the offer has been sent to the Listing Agent/Seller, please reach out to offers@divvyhomes.com or (833) 600-0096 with any updates or questions regarding the offer.

Offer accepted

10 Send bound contract

If the offer is accepted, please send the contract to offers@divvyhomes.com ASAP. If we receive a contract more than 24 hours after the bound date, we will need to request a due diligence period extension.

Please send the executed, binding purchase agreement to offers@divvyhomes.com. We will open escrow and alert our inspections team.

11 Schedule inspection

Please send us the home access info to operations@divvyhomes.com ASAP

- Confirm that **all utilities** are turned ON.
- Confirm if home is vacant or occupied
- Confirm access method and instructions (e.g., keycode, lockbox, etc.)

The Closings and Inspections teams will reach out to you in order to set up an inspection date and open escrow with our closing attorney.

Divvy uses its own inspectors and will take care of this process for you.

12 Send wire instructions

If we are using a title company that is not a Divvy partner, please request the wire instructions from Title and send to operations@divvyhomes.com.

If the Listing Agent/Seller requests an Earnest Money Receipt, please contact the escrow offer at the title company directly.

Please note that all interactions **after** an offer is accepted will go through operations@divvyhomes.com