

OFFER PRESENTATION REQUEST LETTER

NAR Suggested MLS Rules and Regulations

Section 2.3: Right of Cooperating Broker in Presentation of Offer

Cooperating Participants or their representatives have the right to participate in the presentation of any offer they secure to purchase or lease to the seller or lessor. They do not have the right to be present at any discussion or evaluation of the offer by the seller or lessor and the listing broker. However, if a seller or lessor gives written instructions to a listing broker that cooperating brokers may not be present when offers they procure are presented, cooperating brokers have the right to a copy of those instructions. This policy is not intended to affect listing brokers' right to control the establishment of appointments for presentation of offers.

TO: (Listing Agent)

FROM: (Buyer's Agent)

RE: Offer on (property address)

Submitted to Listing Agent on (date letter is submitted)

As you can see from the attached letter, the buyers are requesting that I participate in the presentation of their offer to the Sellers.

Even though our MLS Rules (see below) address this matter, I realize that this is not the typical presentation method in our area. I want to assure you that I, in no way, want to interfere with your agency relationship with your clients. That is not my intention or desire. I merely want to present my buyers offer in the best light possible and answer any allowable questions that you or your Sellers may have. For that reason, I am submitting the following guidelines regarding the presentation of the offer. I agree to follow the procedure as outlined below.

- 1. In your presence, I will provide copies of the offer to all parties, present the offer and any other supporting information that may be relevant including (with buyers' express permission) information regarding the Buyers. With Buyers' express permission, I will also answer questions that you or the Sellers may have.**
- 2. I will in no way attempt to negotiate directly with the Sellers. If a CMA is presented, it will be presented only to you the Listing Agent. I will not present a CMA directly to the Seller.**
- 3. I will leave immediately after the presentation of the offer and answering of questions. I will not attempt to stay for any discussion you will have with your Clients regarding the terms of the offer and/or discussion of their response to the offer.**

Please submit this request to your Sellers along with the letter written by the Buyers.

Sincerely,

(signature of buyer's agent)

We acknowledge receipt of this letter of request.

(signature of Seller(s))

(date)