Offer Submission Checklist

HomeSteps, the REO unit of Freddie Mac, defines a legitimate offer as one having all components outlined below. The buyer(s) and their agent must provide all of the requested information for the offer to be considered by HomeSteps. Please use this as a checklist when submitting an offer to HomeSteps.

Offer Requirements

- The offer must be in writing
- All terms of the offer must be clearly stated in the contract documents
- The offer must be signed by the buyer(s)
- The offer must be dated by the buyer(s)

Buyer(s) must answer the following questions

- Is the buyer an owner occupant or an investor ________________________________
- Is the buyer a first time buyer ____________________________________________
- Is the buyer a licensed real estate agent ___________________________________
- Is the buyer a Freddie Mac/HomeSteps employee _____________________________
- Is the buyer a Freddie Mac/HomeSteps supplier or a relative of the supplier ____________
- Is the buyer the previous mortgagor, relative of the previous mortgagor or purchasing for the benefit of the previous mortgagor ________________________
- Buyer(s) name in which they will take title ________________________________
- If the buyer is an investor, how will the investor take title _____________________
- Pre-qualification letter or proof of funds letter for cash offers* _____________________
- Sales price __________________________________________________________
- Close date _____________________________________________________________
- Amount of earnest money* _____________________________________________
- Type of financing _______________________________________________________
- % Loan to value _______________________________________________________

*Note to the assigned listing broker: If all other required fields are provided but the buyer did not provide earnest money and/or pre-qualification or proof of funds letter, enter the offer in HomeSteps Connect (HSC) by indicating N/A in the pre-qualification/proof of funds field and/or $1.00 in the earnest money field and note the top comment box.

Selling agent must answer the following questions

- Is the selling agent the same as the listing broker ____________________________
- Selling agent company name _______________________________________________
- Selling agent name _______________________________________________________
- Selling agent phone number _______________________________________________

Please note: HomeSteps authorizes the assigned listing broker to reject incomplete offers, as defined above, on HomeSteps’ behalf.