



Buyer Agent Checklist

1. Property details

Street

City

State

Zip

2. How to register your buyer (Checklist)

- Share the **Agent Buyer Registration Form** for the property with your Buyer for their signature.
- Share the **Agency Disclosure Statement** with your Buyer for their signature (if applicable).
- Get your Buyer **proof of funds or mortgage qualification**.
- Share signed documents** with the Listing Agent.
- After you submit the signed documents, **go to SparkOffer.com**
- Have the Buyer **register as a bidder** with the website.
- The buyer will receive an email letting them know when they are approved to bid.
- We recommend the person who will be purchasing the property place the online bid(s).

3. Should you have any questions, contact the Listing Agent

Name

Email

Brokerage

Phone

Submit bids online at www.sparkoffer.com