

Submitting offers into eBrokerHouse

1. Cut and paste the given link into any web browser. This is usually provided in the listing agents remarks in the MLS.
 - a. Ex: http://www.ebrokerhouse.com/property_search.php?id=505
 - b. Also notice that there may be a Required Lender for this property. If this is the case, this information will appear directly below the property information.
 - c. You also have the ability to see how many offers have currently been submitted on this particular property if the listing agent chooses to allow this information to be displayed.
2. Next, click on “make on offer”



Agent	Status	Offers Received	Property Address	Sq Ft Lot Size	List Price	Beds Baths	MLS#	Pool	Action
Thomas Moore	On Market	5	1638 N Bently Dr Las Vegas, NV 89102	1,130 5,430	167,500	3 1	113892	No	Make an Offer

The Required Lender for this Property is:
[Bank of America](#)
Contact Name: Ross Stevens
Phone: 702-555-5555
Email: Ross.Stevens@BoFA.com

[1](#) [Next >](#) [Last >>](#)

[See more of this Agent's properties](#)

3. Read the next set of instructions that are provided by the listing agent
 - a. Make sure to download any additional documents that are needed for this property.
 - i. Attach these signed items into your original offer making a new PDF file.
 - b. Click on the button “Continue to Offer Submission Form”

Make an Offer

1157 Kirkwood St

Please read

You must download the forms listed below and fill them out completely, before submitting an offer on this property. When the forms are completed, return here and click "Continue to Offer Submission Form". PLEASE ALLOW FOR A 48 HOUR TURN AROUND TIME.

Document List:

(Click Name to View and Print, or Right click and "Save Target As" to download)

1. [Disclosures.pdf](#)
2. [Addendum.pdf](#)

Continue to Offer Submission Form



4. Next fill out all information on the next screen.
5. Attach your PDF file of original offer and any documents that were including in the offer instructions.
 - a. This is a required field. You must attach a copy of the actual offer.
6. Click "Submit Offer" once you have all information entered correctly and you have attached a copy of the offer.
7. Your offer has been successfully submitted and you will receive an email notification along with a link that you possibly use in the future. Make sure to save this email.

[« Back to Offers Page](#)

(* = required fields)

Property Information

Address: 1157 Kirkwood St Las Vegas, NV 89017
MLS#: 32298 Listing Agent: Thomas Moore
Status: Bank Counteroffer List Price: \$205,000

The Required Lender for this Property is:

Prospect Mortgage
Contact Name: Bill Gentry
Phone: 702-555-5555
Email: Bill.Gentry@prospectmort.com

Enter your information below

Agent Information

*Agent Name: *Email:
*Phone #: Fax #:
Company Name:

Buyer Information

*Buyer Name: *Offer Price: \$
Lender:
Earnest Money: Loan Type:
Pre-qualified: Copy of Earnest Money Check included:

Note to Listing Agent:
255 characters left

*Upload Documents

(Formats accepted: .doc, .docx, .pdf, .xls, .xlsx, .ppt, .rtf, .txt, .jpg)
(Pics will be resized to a max of 550px wide by 500px high)

Enter number of docs to upload:

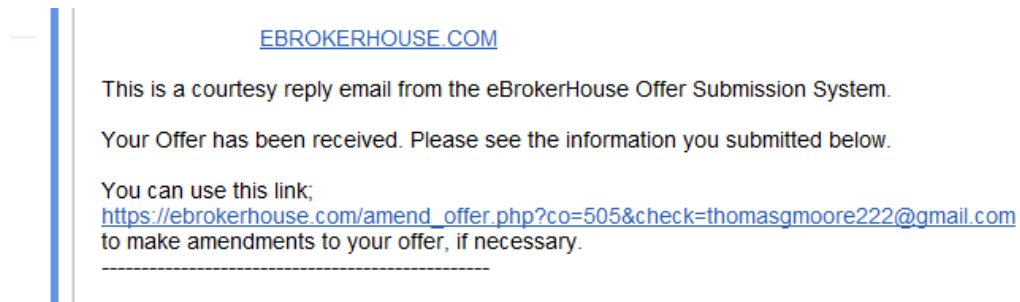
(Max upload size = 20 megs total at once)

(If adding documents, Please wait while they upload)



Modifying / Updating an Offer

1. You will need to locate your verification email that was received after submitting an offer and click on the link provided.



2. Click on the link or cut and paste it into any browser.
3. You are brought to a page where you make a note to the listing agent notifying them of any changes, updates, or corrections about your offer.
 - a. Make a note of any change to the offer in the notes box.
 - i. EX. Highest and best price is X
 - ii. EX. Buyer has changed lender and we have uploaded a new loan approval letter.
 - b. Upload documents.
 - i. Addendums
 - ii. Forgotten items, etc.
4. Note:
 - a. You also are able to see any other offers you have submitted through the eBrokerHouse system with this same link. You will be able to see a list of active offers below.

Amendment Description:

Offer price was supposed to be \$210,000

255 characters left

***Upload Documents**
(Formats accepted: .doc, .docx, .pdf, .xls, .xlsx, .ppt, .rtf, .txt, .jpg)
(Pics will be resized to a max of 550px wide by 500px high)

Enter number of docs to upload:
1 [Change Fields](#)

(Max upload size = 20 megs total at once)

[Amend Offer](#)



5. Click "Amend Offer"
6. Your offer has been successfully amended and you will receive an email notification confirming this.