



**KELLER WILLIAMS REALTY BOSTON NORTHWEST  
OFFER INSTRUCTIONS – 11 San Mateo Drive, Chelmsford, MA 01824**

**SELLER PREFERENCES**

- Please no buyer letters to the sellers. This will minimize any concerns regarding Fair Housing.
- Please submit buyer’s highest and best offer without escalation clauses.
- Please present offers on or before 12 p.m. on Monday, March 18.
- Please allow until at 12 p.m. on Wednesday, March 20 for decision-making.
- Offers will be presented to seller upon request.

**SUBMITTING AN OFFER**

- Please submit buyer’s offer as a single PDF via email to: **Patty@SutherlandRealtyGroup.com**
- When submitting offer via email, please reference property address in the subject line.
- Please do not submit documents through DotLoop, DocuSign or similar application.
- Only complete offers will be submitted to seller for review. Offers should contain at least the following:
  - Offer to Purchase and any Addendums
  - MA Licensee Disclosure form
  - Signed Lead Paint Disclosure
  - Mortgage pre-approval letter and/or proof of funds
  - Copy of deposit check or request for DepositLink
- Deposit check to be made out to “**Keller Williams Realty Boston Northwest**” with property address written on memo line of check.

**UPON OFFER ACCEPTANCE**

- Please deliver the deposit check to our brokerage office:  
Keller Williams Realty Boston Northwest  
200 Baker Avenue, Suite 205  
Concord, MA 01742
- If delivery must be made outside of business hours, the deposit check may be placed within an envelope and deposited into the steel gray drop box identified as “KW Boston Northwest” located beneath a streetlight in the brokerage office parking lot.
- DepositLink is also available.
- The listing will be updated to CTG immediately upon confirmation of check receipt by the brokerage office or email notification from DepositLink.
- Receipt of the offer deposit will bind the offer.

***We look forward to working with you toward a smooth closing. Thank you!***