

# WINNING BIDDER AUCTION DAY GUIDE

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## FIRST STEPS

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- ☐ BUYER/BUYER AGENT WILL BE NOTIFIED IMMEDIATELY BY PHONE
- ☐ PURCHASE CONTRACT AND ALL OTHER DOCUMENTS EMAILED TO BUYER/BUYERS AGENT VIA DOTLOOP
- ☐ BUYER MUST SIGN AND SUBMIT CONTRACT **WITHIN 24 HRS** FROM THE END OF THE ONLINE AUCTION

## EARNEST MONEY

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- ☐ EARNEST MONEY REQUEST EMAILED TO BUYER VIA “EARNNEST” FOR ACH (SEE “EARNEST MONEY GUIDE” WITH EARNNEST)
- ☐ BUYER MUST COMPLETE EARNEST MONEY DEPOSIT **WITHIN 24 HRS** (CAN USE WIRE OR CHECK) **PREFERRED METHOD : “EARNNEST”**

## FINAL STEPS

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- ☐ BUYER SIGNED PURCHASE CONTRACT SENT BACK TO AUCTIONEER/REALTOR® FOR SIGNATURES
- ☐ EMAIL THE SIGNED CONTRACT TO THE BUYER/AGENT WITH TRANSACTION CONTACTS AND DEADLINES