



WRITING AN OFFER IN APPFILES

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Step 1 - Login to MLS

Look up the property in the MLS - Keep the MLS open

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Step 2 - Login to appFiles

Login to your appfiles account

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Step 3 - Create your appfile

Create a new appfile for Buyers - try not to get bogged down entering as much information when starting the appfile, you can always go back and edit later.

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Step 4 - Importing Information from MLS

On the right hand side of the screen, click on the edit button next to Listing & Contract Information and Dates, then click on import values, then select Import from Stellar MLS. Now go back to the MLS and copy the MLS number and paste the MLS number in the MLS # field and click search. Then click choose & start import.

Do this same step for the listing broker and agent info section.

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Step 5 - Fill in information

Fill in the buyer's information section with the names & email address and also selling agent information (your info)

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Step 6 - Adding forms

Click on add forms (select from a form package) add the contract, any addendums, brokerage disclosure, etc... Now you will click on import values, this time select import from info fields. This will automatically fill in a lot of the fields in your paperwork. Finish working on the offer, review to make sure is correct.

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Step 7 - eSignature

Send for e-signatures. Click on request signature, start a signature request, select buyer signature and write the buyer name in the field above signer full name, click next, in the email, select from the To: dropdown, the buyer, then next and last, the request signature button. Repeat this process if there is a second buyer.