



SUBMITTING PAPERWORK CHECKLIST

****All paperwork is submitted online at scoffice.net**

Login: first initial + full last name (ex. adoughty) OR for common names: full first + last name (ex. aarondoughty)

Password: last 6 digits of SSN

BUYER OFFER & LISTING OFFER

- Upload all paperwork immediately to the office in the following manner, regardless of acceptance.
- Go to scoffice.net and click to add a new buyer or listing.
 - Fill out as much information as you have on the “Property Contract Submission” page and submit.
 - Upload all documents to the Property Information Page in the Documents section. You can return to this page at any time to update documents or property information.
- Scan all the paperwork into a PDF format only – **NO Faxes, NO JPGs**
 - **A Buyer Offer should contain the following:**
 - Copy of EM
 - Receipt of EM delivered to title
 - Purchase and Sale
 - Addenda/Counters
 - Buyer Rep (if applicable)
 - Due Diligence Disclosure
 - **A Listing should contain the following:**
 - Submit all listing paperwork when taking a listing (including seller rep, due diligence, seller-signed property disclosure.)
 - When an offer is received, add:
 - Purchase and Sale
 - Addenda/Counters

PLEASE NOTE:

- Do not turn in any hard copies of paperwork
- Only turn in paperwork once (no need to email docs, only upload to the website)
- You must separate your docs and upload them to the appropriate box in the “Property Documents” section. We cannot accept all docs as one package.
- If a document needs a correction, resubmit the entire document, not just the page with the correction.