



**REQUEST FOR CONFIRMATION OF OFFER SUBMITTAL**  
**Greater Hartford Association of REALTORS®, Inc.**



This form is to serve as confirmation a listing agent has submitted an offer to the seller.

If a listing agent fails to provide written confirmation that an offer was submitted to a seller, the listing agent could be found in violation of Article 1 of the REALTOR Code of Ethics as reflected in Standard of Practice 1-7.

**Property Address:** \_\_\_\_\_

Enter the property address here.

**Seller:** \_\_\_\_\_

Enter the names of the seller(s) and buyer(s).

**Buyer:** \_\_\_\_\_

Enter the date the selling agent submitted the offer.

An offer to purchase real property located at the address above was submitted on \_\_\_\_\_. Pursuant to the REALTOR® Code of Ethics Standard of Practice 1-7, Selling Broker and/or Agent hereby requests confirmation that the aforementioned offer was presented to the Seller.

The selling (buyer's) agent signs and dates here

**SELLING BROKER/AGENT** \_\_\_\_\_ **Date:** \_\_\_\_\_

The listing agent checks this box and enters the date the offer was presented to the seller.

**RESPONSE:**

- The offer was presented to the Seller on \_\_\_\_\_.
- The offer was not presented to the Seller because Seller has provided Listing Broker with a written notification waiving the obligation to have the offer presented.

The listing agent checks this box if the seller has provided the listing agent notification, in writing, waiving their obligation to have an offer presented.

**LISTING BROKER/AGENT** \_\_\_\_\_ **Date:** \_\_\_\_\_

The listing agent signs and dates here.

Note: The REALTOR Code of Ethics Standard of Practice 1-7 requires a listing broker or agent to respond in writing to a cooperating broker who requests confirmation that an offer was submitted to a seller. The listing broker or agent must respond in the affirmative unless the seller has provided written notification waiving the obligation to have the offer presented.