



TAZA OFFER INSTRUCTIONS

*****Make sure your pop up blockers are turned off*****

If you have never submitted an offer on **TazaHomes** you must first register. Then you can Log into Taza. You will either go to the Search window, where you will need to search for your property (note search is case sensitive), or go directly to the start page.

*Watch the 1 minute tutorial to ensure you understand the process. Read instructions on start page.

1. **Download , print and sign any documents** required by the listing agent.....Some listing agents do not provide forms, skip this step if there are no forms to download.....
2. Once you have the forms, if any, signed by the buyers then you need to **scan or e-fax those forms**, along with the purchase agreement, **and save them as a PDF to your desktop**.
3. After completing steps one and two you will **enter the data of your offer details** by following the workflow tabs at the top of the offer screen....Start, Buyer, Agent, TC, Offer, Lender, Notes, and Submit.

*When you click submit, and all required fields are completed, an offer email confirmation is sent immediately to the address you provided. This offer confirmation confirms all the data you entered.

****NOTE**** inside the email confirmation you have an [upload link](#) if you need to upload any additional forms to your offer*** (Your offer is not complete. You still need to upload your documents)

*When you click submit, an upload window will open. (make sure your pop-up blockers are off)

4. **Upload your offer**. You will enter the buyers name and offer amount, then click on add files. Select the offer documents you saved to your desktop earlier.....then select upload.

*If your upload was successful, the next window will say File Drop Successful. This is confirming that you have uploaded your offer documents.

***The process is now complete**. Your offer data and documents have been submitted successfully**You will have 2 confirmations, one email confirmation confirming your data, and the file drop successful window confirming your upload.

Thank you for using TAZAHOMES