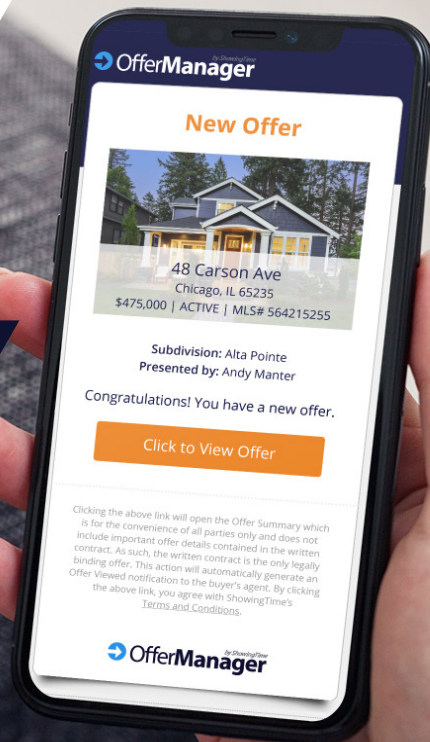


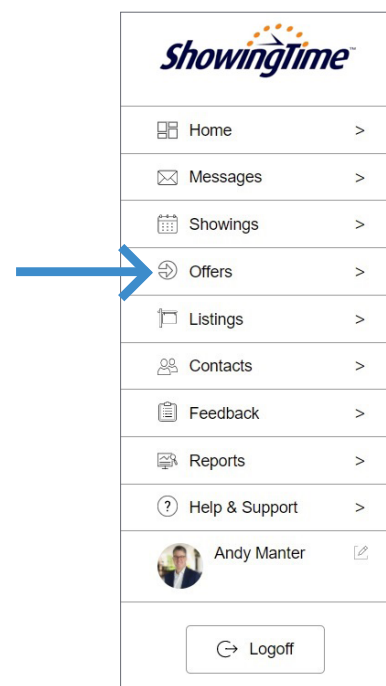
What is Offer Manager? The Basics



Offer Manager is an add-on product from ShowingTime that improves communication between agents during the offer process. This brings improved efficiency and communication to a critical part of the real estate workflow. It also increases industry professionalism and help agents better serve their clients. It provides flexibility so it works for all buyer's and listing agents, regardless of their communication style or e-form provider.

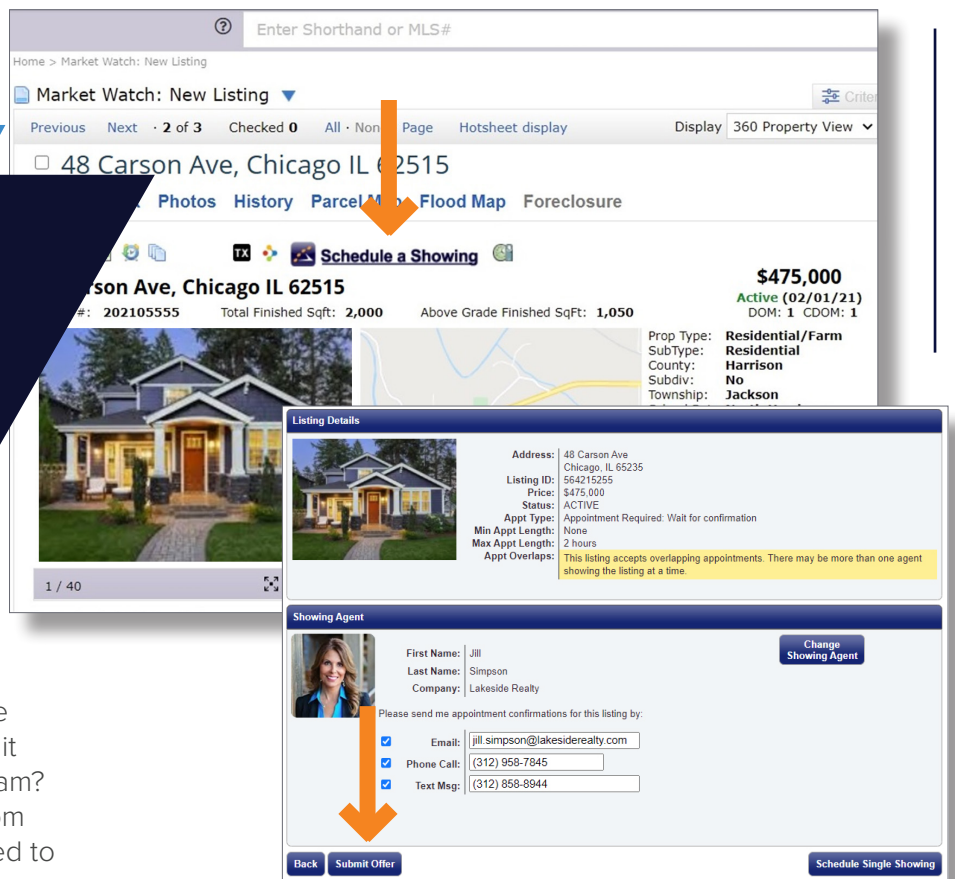
The Basics

- Offer Manager is a product built within the ShowingTime platform on both mobile and desktop.
- Buyer's agents submit offers via ShowingTime instead of through email.
- They are automatically notified when the listing agent opens the offer.
- Listing agents have all offers automatically organized by listing and easily accessible. They can update buyer's agents individually or all at once.



Make sure you download the ShowingTime app and check that your profile email and mobile number are up to date.

Benefits for Buyer's Agents



“Hey, Did You Get My Offer?”

Have you ever emailed an offer only to be met with complete silence? Did you send it to the right email address? Did it go to spam? Offer Manager removes any ambiguity from submitting offers, making sure it's delivered to the right people and notifying you as soon as it's opened.

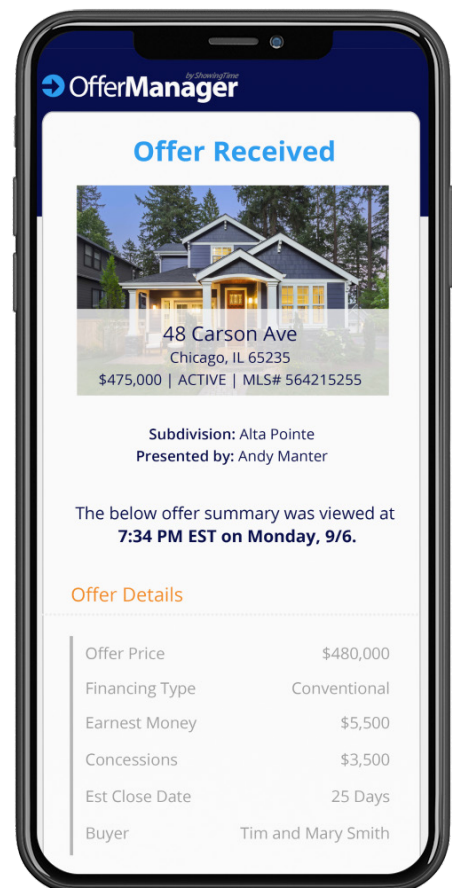
How It Works

- 1 Submit the Offer**

By submitting the offer instead of emailing it, Offer Manager gives complete confidence the listing agent has the offer, complete with a quick-glance summary and all documents.
- 2 Get an Offer Received Notification**

Buyer's agents will be instantly notified with the exact date and time the listing agent actually opened their offer, which can be forwarded to the buyer letting them know their offer was officially received.
- 3 Receive Better Offer Communication**

By making it painlessly easy for the listing agent to keep you updated on the status of your offer, you'll be more informed throughout the whole process and can better serve your buyers.



Benefits for Listing Agents



All Offers In One Place

Offer Manager does all the work by automatically organizing and storing offers by listing, so they're accessible 24/7 on mobile or desktop. Listing agents and their assistants will still get the complete offer and all attachments by email and can handle multiple offers on all their listings with ease.

- **Customize How You Receive Offers**

Listing agents can set multiple people to receive offers by push notification, email and text, making sure everyone is notified of a new offer. This is easily customizable per listing and works seamlessly for co-listing agents, teams and assistants.

- **Get More Complete Offers**

By allowing listing agents to update their offer instructions for each listing, they can set clear expectations of what's needed for a complete offer, limiting the back-and-forth with the buyer's agent.

- **Easy to Keep Buyer's Agents Updated**

Whether you prefer to call or text the buyer's agent, or use the time-saving mass update capability, Offer Manager will help you be more efficient and professional since the buyer's agent contact information is stored with the offer.



Make sure you [download the ShowingTime app](#) to manage offers on-the-go!

As a buyer's agent that wants to easily submit an offer, you'll need to fill out to an Offer Form for that listing. You will see instructions in the *agent remarks* section of the MLS listing details page that tell you the following:

Buyer's Agents: Submit an Offer

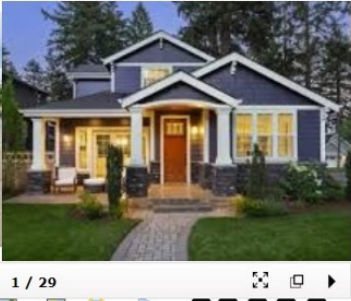
1 Click the *Schedule a Showing* Button


Previous Next · 1 of 262 Checked 0 All · None · Page Agent Single Line display Display


48 Carson Ave Chicago, IL 62515

Listing Tax Photos History Parcel Map Flood Map Foreclosure

Residential REALTOR Report



1 / 29 

Schedule a Showing 

General Information


MLS#: 561452200
Address: 48 Carson Ave Chicago, IL

GEO Area: P101 - Lee
Status Type: Resale Property
List Price/Sqft: \$428.80
Property ID: [25-43-21-01-00006.0050](#)
Furnished: Furnished
Approx. Living Area: 816 - Architectural Plans
Approx. Total Area: 2087 - Architectural Plans
Building Design: Single Family
Virtual Tour URL: <http://shootsold.com/listings>
Listing Broker: [Gateway Realty, Inc.](#)

Select the *Schedule a Showing* button directly from the MLS listing detail page as you usually do.


2 Click the *Submit Offer* Button

Listing Details



Address: 48 Carson Ave Chicago, IL 62515
Listing ID: 564215255
Price: \$475,000
Status: ACTIVE
Appt Types: Appointment Required: Wait for confirmation
Min Appt Length: None
Max Appt Length: 2 hours
Appt Overlaps: This listing accepts overlapping appointments. There may be more than one agent showing the listing at a time.

Showing Agent

 **First Name:** Jill
Last Name: Simpson
Company: Lakeside Realty [Change Showing Agent](#)

Please send me appointment confirmations for this listing by:


Email:
 Phone Call:
 Text Msg:

[Back](#) **Submit Offer** [Schedule Single Showing](#)

You will be taken to the scheduling screen in ShowingTime where you should then select the *Submit Offer* button.


Buyer's Agents: Submit Offer

Listing Details



Address: 48 Carson Ave
 Chicago, IL 65235
Listing ID: 564215255
Price: \$475,000
Status: ACTIVE
Appt Type: Appointment Required: Wait for confirmation
Min Appt Length: None
Max Appt Length: 2 hours
Appt Overlaps: This listing accepts overlapping appointments. There may be more than one agent showing the listing at a time.

Showing Agent




First Name: Jill
Last Name: Simpson
Company: Lakeside Realty

Please send me appointment confirmations for this listing by:

Email:
 Phone:
 Text:


[Back](#) [Submit Offer](#) [Schedule Single Showing](#)

Submit an Offer



Listing Details
48 Carson Ave
 Chicago, IL 65235
 ID: 564215255
 \$475,000 | 4 Beds | 3 Baths

Presented By



Andy Manter
 Show Street Realty

Offer Instructions

Highest and best due Fri at 4:30 p.m. Please submit pre-approval letter and all disclosures.

Summary of Offer Documents Attached

Offer Details	Buyer's Agent
Purchase Price: \$480,000 Financing Type: Conventional Amount Financed: <input type="text" value="80%"/> Earnest Money Deposit: \$5,500 Seller Concessions: <input type="text" value="\$3,500"/> optional Offer Expires: Wed, 9/8 Est Close Date: <input type="text" value="25 Days"/> Buyer Name: Tim and Mary Smith	Choose Another Agent Agent Name: Jill Simpson Company: Lakeside Realty Phone: (312) 958-7845

Auto Notification Preference

Email: jill.simpson@lakesiderealty.com
 Text: (312) 858-8944

Offer Documents

- \$480k Smith - Purchase Agreement.pdf (1,252 KB)
- Proof of Funds - All Star Mortgage.docx (2,050 KB)
- Agency Disclosure.png (56 KB)

[Upload Documents](#) 3 Files 3.3 MB/50 MB

Contingencies

Inspection 17 Days
 Appraisal 10 Days
 Financing 15 Days
 Home Sale Address of Home for Sale

[+ Add Another Contingency](#)

Comments to Listing Agent (optional)

225/2000

Please let me know when the sellers can review. My buyers can close earlier if needed. Attached is a complete offer with proof of funds and buyer letter. Please let me know if you need anything else and when we will hear back.

By clicking 'Submit Offer' you agree to ShowingTime's [Terms and Conditions](#) and acknowledge (1) the above Offer Summary is for the convenience of all parties only and is consistent with the signed offer contract attached; (2) the Offer Summary does not include all important offer details contained in the written contract and does not represent the entire offer; and (3) all parties shall refer to and use the written contract as the legally binding offer.

[SUBMIT OFFER](#)

DEMO MLS [OfferManager](#)

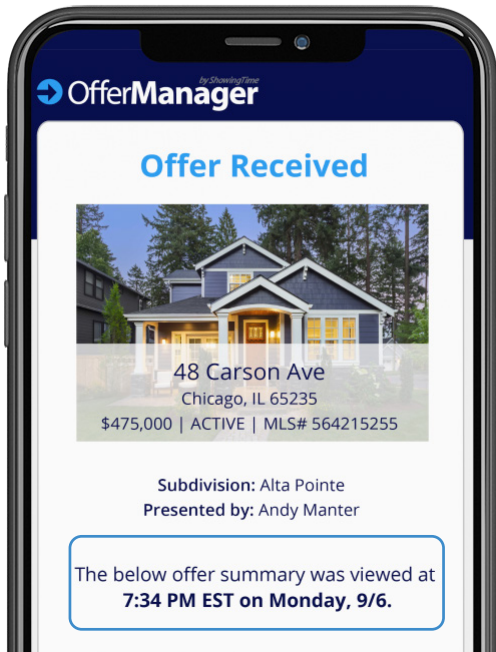
1. Read the **Offer Instructions** from the listing agent.
2. Fill out the fields.
3. **Important:** Confirm your email, phone and text.
4. Attach all offer documents.
5. Add comments for the listing agent.
6. Hit **Submit Offer**.

Your offer will be delivered to the listing and/or co-listing agent via text and email.

Fields may appear differently as they're customized per MLS.

When the listing agent opens your offer, you'll get an **Offer Received** notification by email, text and/or push!

Buyer's Agents: Get Better Communication

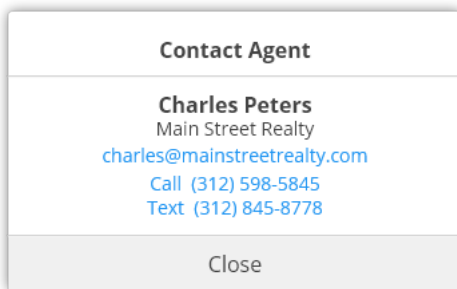


Offer Read-Receipt

As soon as the listing agent opens your offer, you'll get this date/time stamped notification.

Offer Manager stores your contact information with your offer, making it easy for the listing agent to update you in 3 simple ways.

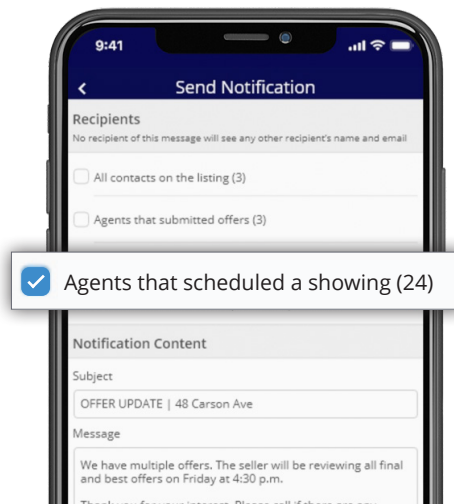
1



1-Tap Call/Text/Email

We encourage agents to personally reach out to you by phone or text. Offer Manager makes that easy.

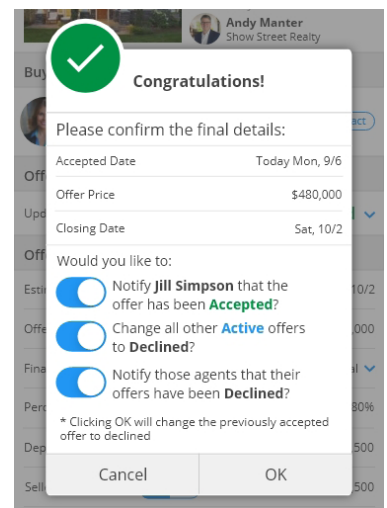
2



Mass Updates

The listing agent can mass email all buyer's agents that scheduled a showing and those who submitted offers, so now you'll be included.

3

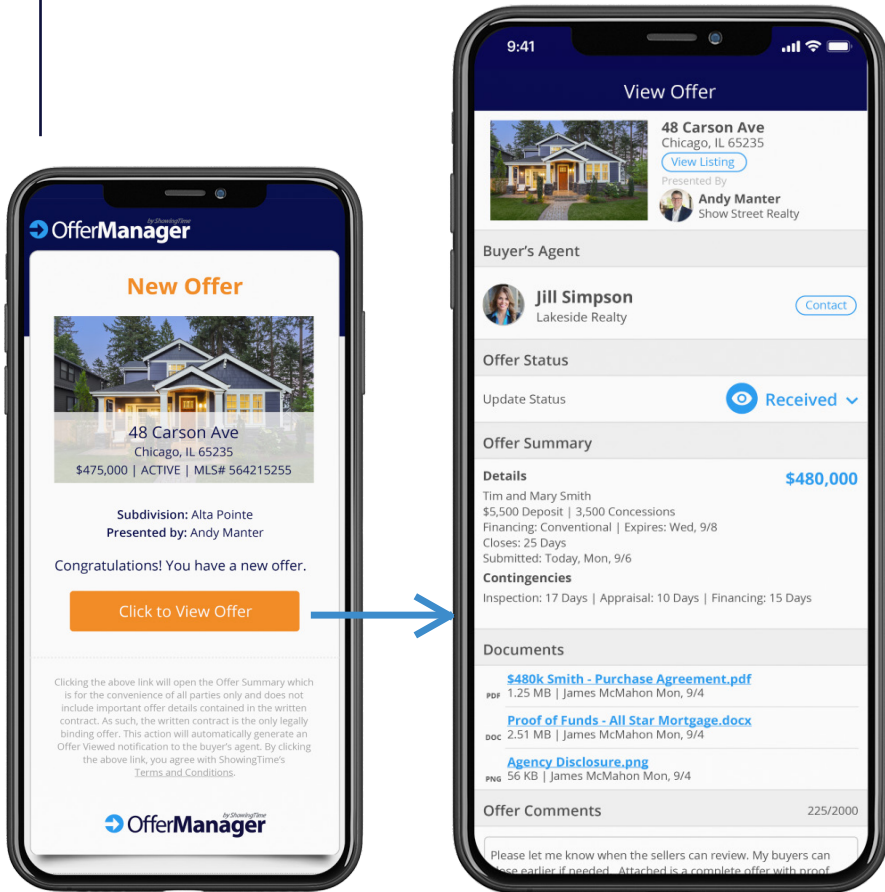


Offer Status Updates

When the listing agent updates the offer status, they're prompted to send you an update.

Listing agents can customize who gets notified of each offer and how. These are set based on the listing agent and co-listing agent(s) on the listing worksheet and their notification preferences.

Listing Agents: Receiving Offers

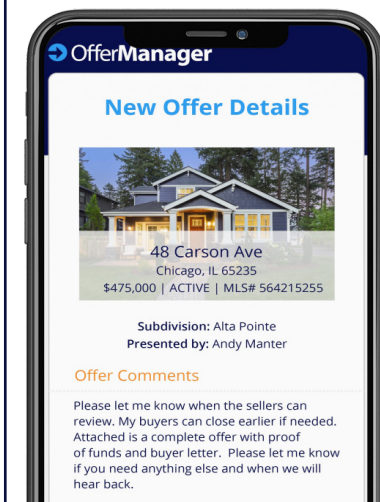


1 Buyer's agent contact information

2 Quick-glance offer summary

3 All offer documents

Clicking **View Offer** automatically triggers the two notifications below



The entire offer and all documents are still delivered by email.

You can set this so anyone you designate will receive all of the documents and details via email, keeping your existing processes in place.



As soon as the listing agent opens the offer, the buyer's agent is notified that their offer was received.

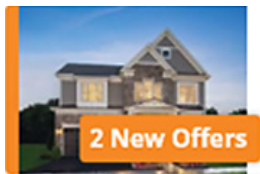
Buyer's agents will get this via push, email and/or text and can let their buyer know the offer was received.

Offers are Organized by Listing

All offers will automatically be organized by listing and are easily accessible via the ShowingTime desktop or mobile app. This lets you keep track of all offers and easily communicate with buyer's agents.



Listings Are Color-Coded Based on Offer Status



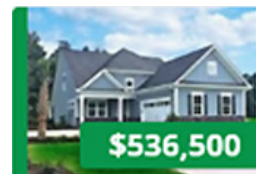
Has new offers



Has active offers



No active offers



Accepted offer

Quick Action Buttons



Update Offer Instructions



Offer Instructions are missing



Mass email all buyer's agents that scheduled showings on the listing



Download all offer activity in a PDF

This is how you would submit offers on your own listings, either on behalf of another buyer's agent or if you are representing the buyer. You'll be able to search the MLS for other agents to assign as the buyer's agent.

Listing Agents: Offer Management & Communication

Tap on any listing to open the *View Listing* page where you can see every offer on the listing, edit the Offer Instructions, change the Offer Status, download the Offer Activity PDF and easily communicate with buyer's agents.

Update Offer Instructions

Your Offer Instructions will be seen by buyer's agents at the top of the Offer Form. Set your default instructions in your profile and edit per listing here.

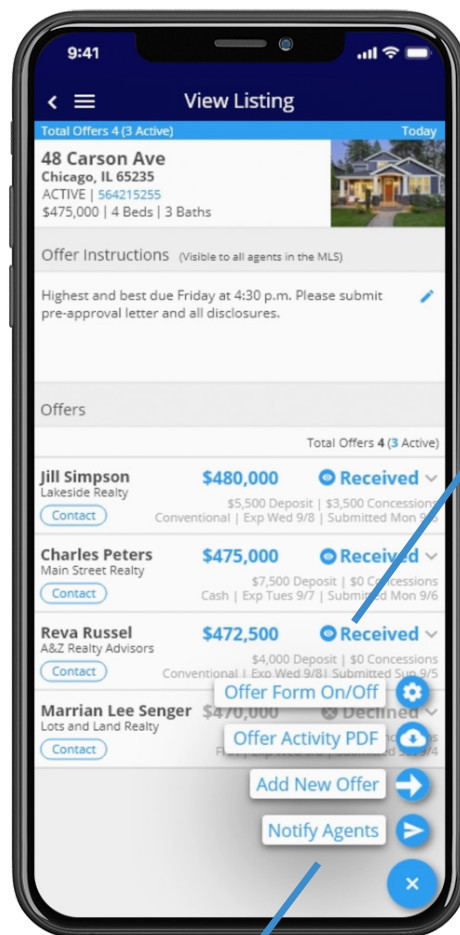
1-Tap Call/Text/Email

Contact Agent

Charles Peters
Main Street Realty
charles@mainstreetrealty.com
Call (312) 598-5845
Text (312) 845-8778

Close

If you like the personal touch and want to call or text buyer's agents directly, we make that easy so you don't need to search emails or store them all in your phone.



Offer Status Notification

Send Notification?

Would you like to notify **Charles Peters** at **Main Street Realty** that the offer status is now **Declined**?

Don't Send Send

When you update the offer status, we prompt to you quickly update the buyer's agent with our standard template or you can personalize the message.

Download All Offer Activity

This PDF includes all offer activity, including new offers, edits and notifications. Pull this report if you get audited or want an overview of the listing's offer activity.

Mass Email All Buyer's Agents

Quickly update all buyer's agents on your listing in seconds right from your phone, saving you time and keeping them informed.

Send Notification

Recipients
No recipient of this message will see any other recipient's name and email

All contacts on the listing (3)

Agents that submitted offers (3)

Agents that scheduled a showing (24)

Notification Content

Subject
OFFER UPDATE | 48 Carson Ave

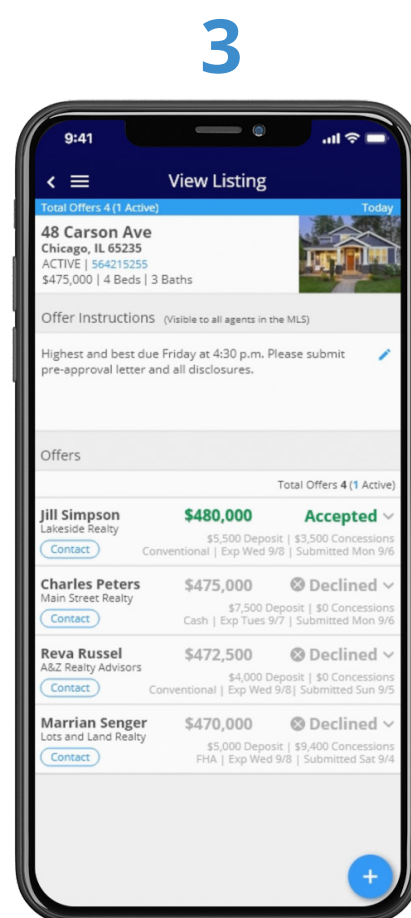
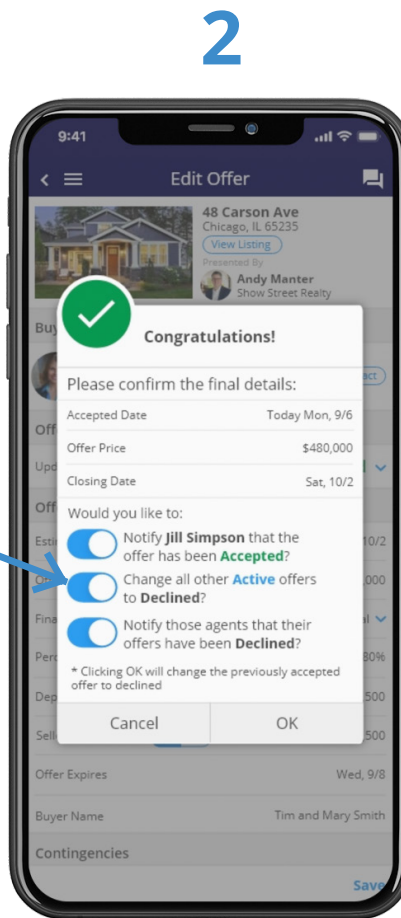
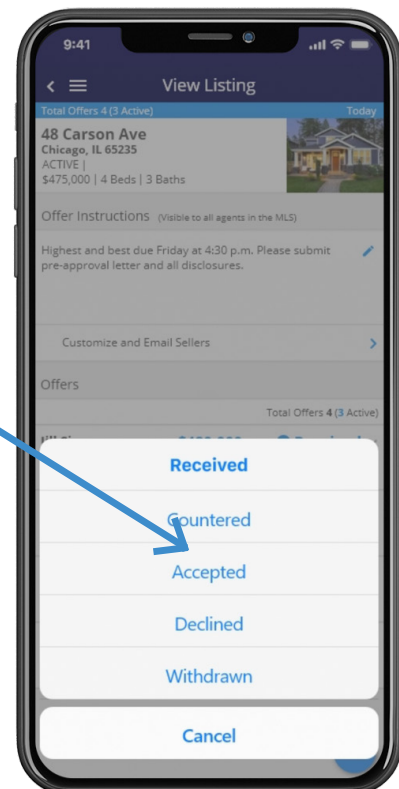
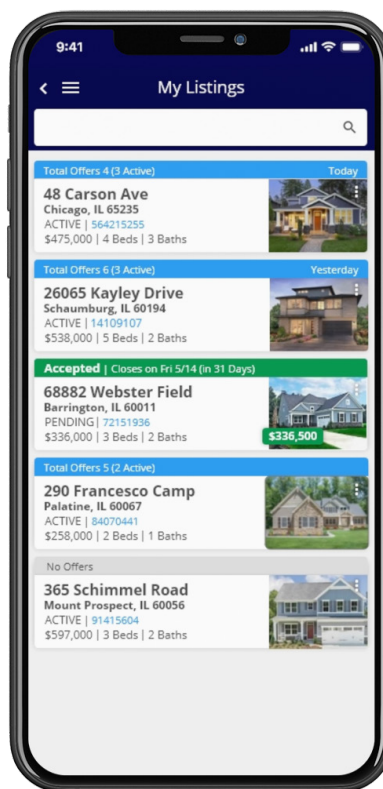
Accepting Offers

After you have a fully executed purchase agreement, update the **Offer Status** to **Accepted**. This will allow you to automatically decline all other offers and notify all the other buyer's agent in seconds.

1. Change the Offer Status to **Accepted** by tapping on the current **Received** status.
2. Confirm the details and choose to notify agents.
3. All other offer statuses are changed to **Declined** and buyer's agents are notified.

Should you not want to update all other offer statuses or notify the buyer's agents their offers were declined, you have the option to toggle the radio buttons off when accepting the offer.

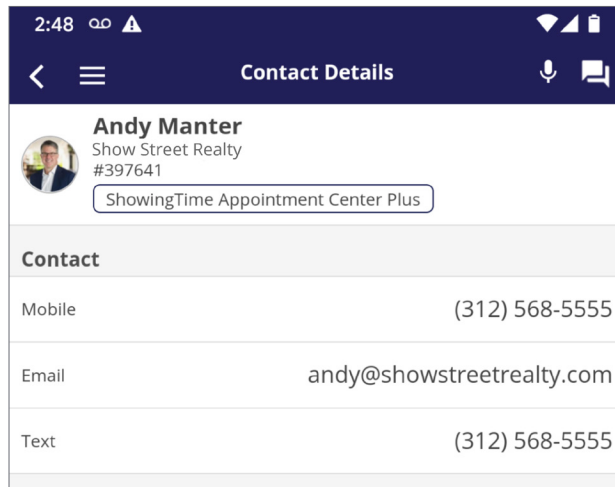
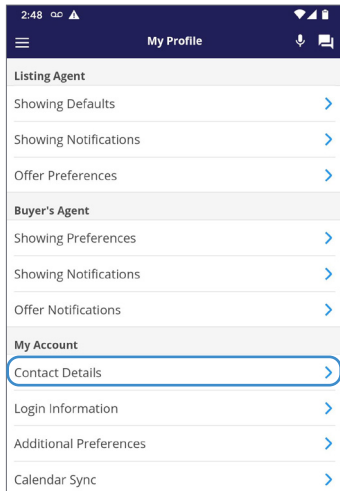
You can now update the Offer Instructions to let other agents know of the status or if you're accepting backup offers.



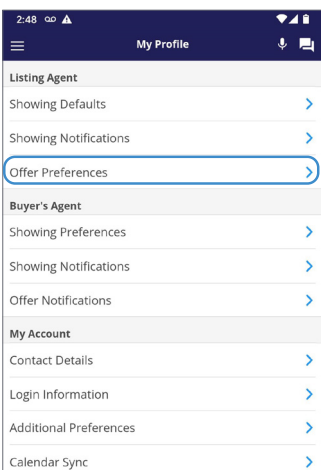
Step 1: Contact Information

Make sure your ShowingTime contact information (mobile number, text and email) is correct as this is where all new offers on your listings will be sent.

Listing Agent Setup



Step 2: Customize all Offer Preferences



Notifications on My Listings

When I receive a new offer
 Push Email Text

After I click View Offer, send the Offer Details and documents to these additional emails:

Offers@showstreetrealty.com

Default Settings

Allow agents to submit offers on my listings

When I change an Offer Status, prompt me to notify the buyer's agent

Notify me of new offers when I'm the
 Listing Agent Co-Listing Agent

Default Offer Instructions
Visible by all agents in the MLS on your Offer Forms. This can be edited per listing.

Please fill out the below fields and include the signed contract, pre-approval letter and all disclosures. This helps us process your offer more efficiently. You will receive a notification once we open your offer so you know it was received.

Select your profile, then scroll down to **Listing Agent – Offer Preferences**

1. Select **Push, Email** and/or **Text**. This is how you will be notified of new offers.
 2. If you have an assistant that is not listed as a co-listing agent, you can email each offer from here.
 3. This should be **ON**. If it's off, then you and others won't be able to receive offers.
 4. This should be **ON**. This makes it easy for you to quickly update all buyer's agents.
- Set your **Default Offer Instructions**. These instructions will appear at the top of each Offer Form and will be visible to buyer's agents for all your listings. **You can edit these per-listing if needed.**