



**Guidelines for Writing Offers for the Property at:**

**1039 Grevelia St, South Pasadena, CA 91030**

**APN: 5315-012-903**

**Please carefully read through both pages of these Offer Guidelines before writing an offer.**

**Offers due Tuesday, June 30, 2026 at 10:00am**

**Please email offer to: [caltrans@daveknightrealestate.com](mailto:caltrans@daveknightrealestate.com) & include all requested forms in ONE PDF**

**Email subject to be:** OFFER *Your Buyer's Last Name* - Grevelia (1039)

**Document Name to be:** OFFER *Your Buyer's Last Name* - Grevelia (1039)

**Seller Name:** City of South Pasadena

**Listing Agent:** David Knight, #01829234

**Listing Brokerage:** Keller Williams Realty, #01411306

**Seller Preferred Terms:** Seller is looking for the offer with the highest price AND the financial resources to repair the property. Seller desires owner occupant buyers.

- **Earnest Money Deposit:** Minimum 3% of purchase price, wired to Escrow within 1 business day of Acceptance
- **Financing:** If obtaining a loan, Buyer to include Pre Approval and Proof of Funds for ALL funds required to close escrow. Due to the condition of these homes, not all Lenders will be able to provide financing. Buyers are welcome to use their preferred lender. The following lenders have reviewed the inspection reports and have financing plans available for these properties:  
Kal Antoun & David Thompson, SMPL Mortgage, 626-583-1623, [Kal@smplmortgage.com](mailto:Kal@smplmortgage.com), [David@smplmortgage.com](mailto:David@smplmortgage.com)  
Rob Levy, CMG Financial, 818-422-1850, [rlevy@cmghomeloans.com](mailto:rlevy@cmghomeloans.com)  
Gene Huang, Guaranteed Rate, Phone: (626) 818-5578, [Gene.Huang@rate.com](mailto:Gene.Huang@rate.com)
- **Close of Escrow:** Please include your shortest possible closing
- **Escrow:** Fidelity National Title, each to pay their own fees
- **Title:** Fidelity National Title
- **NHD Report:** Disclosure Source NHD - Zabrina Carroll
- **Home Warranty:** Waived
- **Inclusions:** "Appliances & items inside/on the property"
- **Exclusions:** "Listing Agent's personal property"
- **Expiration:** Please include an offer expiration date of 3 weeks post offer deadline to allow time for The City to review offers
- **Other:** Please write into your offer "Buyer agrees to sign the City's Addendum to Residential Purchase Agreement while in Escrow" (The City is finalizing this Addendum. Once ready, we will add it to the MLS for buyers to review but not sign - this needs to be filled out once in escrow then notarized)

**Please include the following with your offer and submit them together in ONE PDF:**

1. Residential Income Purchase Agreement (RIPA) and all advisories attached to RIPA - *this property is a duplex*
2. Market Conditions Advisory (MCA)

3. Contingency Removal (CR-B) for any contingencies the Buyer is removing
4. Fully executed Seller Disclosures (see attachments on the MLS)
5. Pre-approval letter, if Buyer is obtaining a loan & Proof of Funds for ALL funds required to close
6. City Addendum to Residential Purchase and Sale Agreement
7. City Supplement to Residential Purchase and Sale Agreement
8. A copy of this document, signed by both you and your Buyer, confirming you have both read through it

**Properties will be sold as-is.** Please attend one of the Open Houses and then review ALL attachments. Disclosures, Reports, Inspection Reports, Prelims, NHD Reports, Floor Plans, & other important documents are attached to the MLS. Please thoroughly review these with your Buyer before submitting an offer.

We have worked hard to provide answers to all questions on our website: [daveknightrealestate.com/sopascaltrans](http://daveknightrealestate.com/sopascaltrans)

**OFFERS are due at 10am on Tuesday, 06/30.** Please have your offer & all supplemental required documentation submitted before then.

We have researched the tax records for square footage, bed/bath count, and year built and found a lack of information. We are relying on the measurements from GA Appraisals Inc to define the actual square footage and bed/bath count. The year built is unknown. The Buyer must investigate how this will impact their ability to remodel & restore the property.

Neither Seller nor Listing Agents guarantee any facts or figures, including but not limited to permits, year built, rentability, bed/bath count & square footage. Buyer to investigate ALL matters concerning the property to satisfy self & make any offer dependent solely on their own findings.

**No Contact, No Influence During the Sales Process.**

Any prospective buyer(s), their agents, representatives, lobbyists, or any person or entity on behalf of any prospective buyer(s), shall not contact any member of the South Pasadena City Council, whether directly or indirectly, regarding their interest in the Property, regarding any potential offer to purchase the Property whether or not an informal or formal offer has been submitted or regarding the status of any offer submitted for the purchase of the Property. Furthermore, no prospective buyer(s), their agents, representatives, lobbyists, or any person or entity on behalf of any prospective buyer(s) shall contact, directly or indirectly, any member of the South Pasadena City Council to attempt to influence in any manner the decision making process regarding the City's sale of the Property to a third-party purchaser. As used herein, "Property" refers to the properties located at 901 Bonita Drive, 1131 Columbia Street, 1039 Grevelia Street, 530 Orange Grove Avenue, 534 Orange Grove Avenue, 808 Valley View Road, and 822 Valley View Road. Members of the South Pasadena City Council include Mayor Sheila Rossi, Mayor Pro Tem Omari Ferguson, Councilmember Braun, Councilmember Cacciotti and Councilmember Primuth. Failure to abide by this requirement, as determined by the City in its sole discretion, may be cause for the City to not consider an offer received by the prospective buyer(s) who has not abided by this directive.

**Buyer Signature**

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**Buyer Agent Signature**

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