



Instructions for Submitting an Offer

Thank you for your interest in submitting an offer on our listing! To ensure your client's offer is reviewed in a timely manner, please follow the instructions below.

- We have **title open**, please call us for the information at (713) 621-2555. Earnest money 1-2% of contract sales price.
- Pre-approval Letter for all Financed Offers **Note:** Pre-approval letters MUST include contact information for the lender (mailing address and phone)
- Proof of Funds for All Cash Offers

Additional Documents to Include with Offers.

AGREEMENT OF PARTIES: Please check all applicable boxes and list others below:

- Information About Broker Services (TAR 2501)
- Third Party Financing Addendum (TAR 1901) **if applicable*
- Seller's Disclosure **Signed** by Buyer(s) Provided in MLS Listing Docs (TAR 1406)
- Lead Based Paint Addendum Provided in MLS Listing Docs **if applicable*
- Information About Special Flood Hazards (TAR 1414)
- Information About Property Insurance (TAR 2508)
- Protecting Your Home from Mold (TAR 2507)
- Non-Realty Items Addendum (if requesting items) (TAR 1924)
- General Information and Notice to Buyer (TAR 1506)

BROKER INFORMATION:

- **Keller Williams Metropolitan, 5050 Westheimer, Suite 200, Houston, TX 77056 (713) 621-8001 – License #: 460373**
- **Weldon Rigby (713) 621-2555 - License #: 147252 - WRigby@WeldonRigby.com**
- **Licensed Supervisor Mitch Rainey – License #: 601107**

Option fee checks must be delivered to Weldon Rigby directly at office address above.

Please **DO NOT** send copies of any inspection reports without written request from seller or listing agent.

You may contact us directly at WRigby@WeldonRigby.com or (713) 621-2555 for any questions regarding this listing.

Thank you we look forward to working with you.