

Instructions for Submitting an Offer

Thank you for your interest in our listing! If you have any questions, please contact one of our Team Members at Milano Home Sellers Team

Vickie Milano 281-773-9676	Tracey Yardley 281-827-5534	Marie Keith 281-782-0722	Office 281-364-4880
---	--	---	--------------------------------------

Please review all documents with your buyer and include the following paperwork:

- ❖ Conditional Lender Approval Letter with financed offer. Proof of funds with a cash offer. Please include the lender's phone number and address on the letter.
- ❖ One-to-Four-Family TAR Residential Contact. Please check MLS for any Exclusions.
- ❖ Third-Party Financing Condition Addendum (if applicable)
- ❖ Water District Notice (if applicable)
- ❖ Addendum for Home Owners Association (if applicable)
- ❖ Non-Realty Items (if applicable)
- ❖ Seller's Disclosure Notice signed by Buyer(s)
- ❖ Please email a copy of Earnest Money Check and Option Fee Check

Please email complete offer to VickieMilano@kw.com and TYardley@kw.com

BUYER AGENT PLEASE NOTE:

- ❖ Please make every effort to deliver the earnest money and option fee check within 1 business day of an executed contract.
- ❖ Please do not send copies of Inspection Reports unless agreed to by the Listing Agent.

WIRE FRAUD ALERT

- ❖ Beware: Criminals are targeting Real Estate transactions. This brokerage will never use any electronic communications, such as email, text message, or social media message, to ask for wire funds or provide personal information.

We look forward to working with you!

 <p>Vickie Milano 281-773-9676 VickieMilano@KW.com</p> 	<p>Tracey Yardley 281-827-5534 TYardley@KW.com</p> 	<p>Marie Keith 281-782-0722 MarieKeith@KW.com</p> 
---	---	---