



Offer Submission Instructions

We appreciate the opportunity to work with you on selling one of our listings. These guidelines are intended to facilitate the processing and uploading of contracts.

Broker Information

eXp Realty LLC Listing Broker Firm **603392** License No.

represents Seller and Buyer as an intermediary
 Seller only as Seller's agent

David F. Smith Listing Associate's Name **0524643** License No.

David@UrbanLuxuryProperties.com (281) 732-3090 Listing Associate's Email Address Phone

Sarah Atchison Licensed Supervisor of Listing Associate **552291** License No.

One Riverway, Ste 1700 Listing Broker's Office Address **(713) 840-8611** Phone

Houston TX 77056 City State Zip

Offers & Correspondence

Email offers to offers@urbanluxprops.com

Please include my **Transaction Coordinator**, Colleen Stracener, on all email correspondence.
Colleen@MyAdminOnCall.com
(251) 402-6262 phone/text

Title Company

If seller is to pay for title, please contact my assistant, Colleen for title company instructions.
Colleen@MyAdminOnCall.com
(251) 402-6262 phone/text

Offer Information

Pre-Approval Letter or Proof of Funds

All offers MUST be accompanied by a pre-qualification letter or proof of funds.

Standard Exceptions

6A(1). Standard printed exceptions will not be amended or deleted from the title.

Earnest Money

1% of contract sales price; Deliver within 3 days of execution to Title. Provide photo of check.

Property Survey

Mark 6C(2) as cost of survey shall be that of the buyer. If our seller has a survey, survey and T-47 will be provided to you as a courtesy.

Objections

Residential; 3 days

Property Condition

7D(1) Buyer accepts the Property As Is.

Option Fee

10% of Earnest Money amount for 7 days; Deliver within 3 days of execution to eXp Realty LLC, ATTN: David Smith - One Riverway, Ste 1700, Houston TX 77056
Provide photo of check.

HOA Addendum

If applicable, it is the responsibility of the buyer to verify HOA dues and taxes. Buyer is responsible for transfer fees and costs associated with obtaining HOA docs. Mark buyer