



Offer Instructions and Checklist

Thank you for your interest in our listing! Please submit your offer by emailing it to Holly@FanningRealty.us and Robert@FanningRealty.us

To expedite review of your offer please include the following:

1. Please attach Pre-approval Letter and/or Proof of Funds with offer.
2. Complete contract. No fields are to be left blank (either None or N/A) Any handwritten notes or requests must be initialed by all parties.
3. Paragraph 22 to of 1-4 Contract to be filled out as: c/o Fanning Realty and Company, LLC – 11002 Ranchstone Drive, Houston, TX 77064 – 713-932-9497 – holly@fanningrealty.us
4. Third Party Addendum (If Applicable)
5. HOA Addendum (If Applicable)
6. Water District Notice (If Applicable)
7. Disclosure of Relationship Addendum (Always)
8. Non-Realty Addendum. (If Applicable)
9. Signed Sellers Disclosure
10. Please Include Survey & T-47 Affidavit if available. (If no survey, buyer must pay for new survey.)
11. Any other addendum that may apply: Lead-based Paint Addendum, Contingency Addendum, etc.
12. For ease of access and a quicker response, please place the property address in the subject line and have all docs included in one attachment.

Listing Agent Information

Holly Fanning
Holly@FanningRealty.us
Cell: (281) 723-5654
Office: (713) 932-9497
License # 505216

Listing Broker Information

Fanning Realty and Company, LLC
11002 Ranchstone Drive
Houston, TX 77064
Broker License # 596464
Licensed Supervisor : Holly Fanning License # 505216