

INSTRUCTION FOR ALL AGENTS:

1. Please review with Buyers

2. Please provide the following with offer to purchase

- Conditional Approval Letter or "Proof of Funds" letter for cash offer
- Signed Seller's Disclosure Notice
- On Site Sewer Disclosure (if applicable)
- Lead-Based Paint Disclosure (if applicable)
- Water District Notice (if applicable)
- Addendum for Home Owners Association (if applicable)
- One to Four Family Residential Contract
- Fill out Page 9 with Listing Agent information on MLS
- Third Party Financing Addendum (if applicable)
- Non-Realty Items Addendum (if applicable)
- Check on MLS for any Exclusions
- Survey & T47 - initial (initial if applicable)

BUYERS AGENT PLEASE NOTE

- Earnest money will be delivered to the title company.
- Option check will be delivered to RE/MAX Vintage within 48 hours of execution, 10130 Louetta Rd Suite J
- Offers that are received on the weekend may not be presented until Monday morning.
- **DO NOT SEND COPIES OF ANY INSPECTION REPORTS UNLESS REQUESTED IN WRITING BY SELLER OR SELLER'S AGENT**
- Buyer has been made aware they must bring certified funds to closing
- **If seller is paying for the title policy the please email Jennifer@micheleharmonteam for title information.**

We can arrange for a courtesy closing.

Thank you for your interest in our listing; If you have any questions, please email

Jennifer@MicheleHarmonTeam.com

PLEASE EMAIL OFFER TO: Michele@micheleharmonteam.com