



## 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

Keller Williams Realty Memorial 9000862  
Listing Broker Firm License No.

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

Alexandra McCauley 0651779  
Listing Associate's Name License No.

alexccauley@kw.com (831) 234-4882  
Listing Associate's Email Address Phone

Michael Bossart 0588215  
Licensed Supervisor of Listing Associate License No.

950 Corbindale #100 (713) 461-9393  
Listing Broker's Office Address Phone

Houston TX 77024  
City State Zip

### Correspondence

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

### Title Company

**Please contact my assistant, Colleen, for title 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 KW Memorial – 950 Corbindale #100, Houston TX 77024 ATTN: Alex McCauley 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