

# THE GLORY CRAFTS TEAM

## Instructions for Submitting an Offer

1. All offers must include an approval letter from the lender. Please have the lender's contact information on the letterhead or within a signature on the document.
2. Title is open at Charter Title Company  
15958 City Walk, Sugar Land, TX 77479  
(281) 242-1700
3. Option Fee/ Period: \$350/ 10 days
4. Please deliver all checks to Re/Max Fine Properties  
4500 Highway 6, Sugar Land, TX 77478
5. Buyer needs to sign all addenda on the MLS  
(Seller's Disclosure, HOA, MUD, etc.)

**\*\*If listing agent shows home and is the procuring cause for the buyer writing an offer, buyer's agent will receive 2% commission\*\***

6. Email contract and addenda to Glory Crafts, West Crafts, and our Transaction Coordinator, Ashleigh  
[glorycrafts@hotmail.com](mailto:glorycrafts@hotmail.com)  
[wcrafts@live.com](mailto:wcrafts@live.com)  
[ashleighfoster50@gmail.com](mailto:ashleighfoster50@gmail.com)

**\*\* Please Include all three  
on ALL emails\*\***

**832-265-7355 (SELL)**