



Jovio Offer Submission Guidelines

1. Provide mortgage approval letter with contact information of lending officer
2. Suggested **earnest money** deposit: 1% of offer price
3. Please use the following schedule for the **option period***:
 - \$250 for 0-7 days
 - \$300 for 8 days
 - \$350 for 9 days
 - \$400 for 10 days

** Any requested option period longer than 10 days requires special consideration.*
4. We encourage buyers to use **e-pay** services such as PayPal, Venmo, Zelle, etc. for transmission of option fees in lieu of paper checks.
5. Broker information (Page 9 of One to Four Family Residential Contract):
 - Listing Broker Firm:** Jovio Brokerage Texas, LLC, TREC Lic #9006222
 - Listing Associate:** Devin Dvorak, TREC Lic# 699438, devin@jovio.com, 512-646-4600 or Robert Griffice, TREC Lic # 606263, robert.griffice@jovio.com, 512-201-9088
 - Licensed Supervisor:** Robert Griffice, TREC Lic# 0606263
 - Listing Broker's Office Address:** 606 E 3rd St, Austin, TX 78701, Phone 512-770-9999
6. Third party financing: Recommended credit approval period no greater than **14 days**. Shorter credit approval periods will be considered more favorable.
7. Subdivision Information: Recommended delivery requirement of **10 days** minimum.
8. Seller requests that the appraisal be ordered within 2 business days after the end of the option period.
9. Please ensure the contract and required addenda are complete and signed/initialed. Incomplete offers will not be presented to Sellers. **Please do not submit offer terms in the body of an email or text message. Only offers and negotiated terms on the appropriate TREC, TAR, or HAR forms - signed & initialed by Buyers - will be presented to Sellers.**
10. Please email offer to offers@jovio.com and notify appropriate listing agent (Devin Dvorak at 512-646-4600 or Robert Griffice at 512-201-9088) when offer submitted.
11. Offers submitted after 6pm will be reviewed and responded to the following day unless listing notes indicate otherwise.

Thank you for cooperating with our offer submission guidelines.

The Jovio Team