



Instructions for submitting an offer on one of our listings:

Unless otherwise stated in AGENT REMARKS in MLS, please submit all offers to karen@lesliesullivanteam.com and leslie@lesliesullivanteam.com. All offers will be presented to our seller(s) within 24 hours of receipt. To expedite the review of your offer, please make sure all documents and addenda below are included with your offer where applicable.

1. **COMPLETE** contract signed by your buyer(s) with no blanks fields (mark n/a or none). Include exclusions if applicable or write "see list." Please not send any hand written contracts.
2. If seller is paying for owners' title policy, please use Stewart Title, Kelly Ernst, 6875 FM 1488 suite 500, Magnolia, TX 77354 Kelly.Ernst@Stewart.com 832-482-1880
 - **NOTE: Seller will not provide survey boundary coverage. If buyer would like boundary coverage, it will need to be a buyer's expense.**
3. Completely fill out page 9 of the contract.
 - RE/MAX Signature Broker License # 9003718
 - Leslie Sullivan for Associate's Licensed Supervisor. License # 0446628
 - Leslie Sullivan for Listing Broker License # 0446628.
4. Third Party Financing Addendum:
 - A. Maximum of 20 days financing period to obtain "credit approval."
 - B. All applicable financing fields and boxes to be checked.
5. HOA Addendum (if applicable)
6. MUD Notice (if applicable)
7. If Seller has existing survey, it will be uploaded to MLS with other documents. Please make sure to fill out the appropriate blanks. Check: C. (2) and 20 days.
8. Signed Sellers Disclosure with all other appropriate addenda, i.e On-Site Sewer Addendum
9. Non-Realty Items Addendum (if applicable)
10. Please provide pre approval letter and/or proof of funds.
11. Earnest Money shall be 1% and Option Fee shall be 0.1% Example: \$200,000 property is \$200 option fee.
12. Please email all documents in PDF format.

To expedite your offer process, please follow these instructions exactly. Should you have any questions, please contact our office at 281-252-6221 to speak with one of our team members. Again, we thank you for your offer and look forward to a successful closing.