

# OFFER CHECKLIST

## 5127 Chase Park Circle

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Property Address

**Please review all documents loaded into the MLS attachments and provide all of the following with offers to purchase.**

- ☐ Conditional approval letter or Proof of Funds letter for cash offers. If buyer needs a reliable lender, we will be happy to provide a referral for one.
- ☐ Copy of Earnest Money check for minimum 1% of offer price.
- ☐ Copy of Option Fee check for minimum of \$20 per day, max 10 days.
- ☐ Signed Seller's Disclosure Notice (see MLS Docs)
- ☐ Signed Water District Notice if applicable (see MLS Docs)
- ☐ Signed Addendum for HOA (see MLS Docs)
- ☐ Signed Current 1-4 Family Residential Contract. Please check MLS for any exclusions and include that in the offer. Section 6.D. Objections should be no more than 3 days. Section 7. B. Check "Buyer has received the notice".

**EXCLUSIONS:** Curtains in Dining room and Master Bedroom. Mounted TV will not stay but mounting brackets will.

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Please note Alamo Title Company, 2200 Nasa Parkway #150 Houston TX 77058 if buyer is asking seller to pay for title policy.

Complete Page 9 with Listing and Buyer Agent information:

Listing Broker Firm – UTR- Texas, Realtors. License # 0532902

Listing Associate's Name – Sandy Keiser, License # 0535551

Licensed Supervisor of Listing Associate – Bill Havey, License # 0390387

Listing Broker's Office Address – 17000 El Camino Real, Ste 107 Houston, TX 77058

Listing Associate's email address – clearlakehomesearch@gmail.com

Listing Associate's phone number – 832-385-4250

- ☐ Third Party Financing Addendum if applicable. 17 days maximum.
- ☐ Non Realty Items Addendum if applicable.

### **Please note:**

Seller is related to the listing agent. Please include that info in the contract.

If buyers are requesting closing cost assistance from the sellers (paragraph 12), commissions will be based on sales price minus closing costs. Put that info in special provisions.

Thank you for your interest in our listing. We look forward to working with you!

Sandy Keiser UTR-Texas, Realtors