



## How We Work/**Offer Process**

### About Us:

We are here to make this a smooth process for not just our clients but for you as well. We do understand how important it is to have a great working relationship with buyer's agents on the other side of a transaction. Though we may do things a little differently, we are committed to being responsive and making this a great experience for you.

### ● **Best ways to communicate**

- **Email is preferred**, it helps us to stay organized, have a log of our communications and ensure nothing gets lost in translation when conveying information or questions to our clients.
  - i. [Admin@ListingSpark.com](mailto:Admin@ListingSpark.com): is the best email to send inquiries to, we monitor this email 7 days a week and will respond quickly. Please include the listing you are inquiring about in the subject line.
- **Text**: Texts work great as well, the best number to text is 281-310-0535
- **Phone**: We are available to talk, feel free to call 281-310-0535, sometimes our phone lines can get busy, if we don't answer, leave us a voicemail and we will get back to you.

### ● **Submitting Offers**

- Please submit all offers to [Offers@ListingSpark.com](mailto:Offers@ListingSpark.com) (this is an email account that gets checked dozens of times a day, 7 days a week)
- The Seller's Disclosure and ABA are in the attachments in the MLS, please include that with your offer, signed by your buyer.
- Please submit a pre-approval letter for your financing offers or proof of funds for cash offers.

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- All offers are submitted to the seller as they come in. We always encourage our seller's to respond in a timely manner (typically within 24 hours)
  - Our Information for page 9 of the contract:
    - i. Company Name: ListingSpark
      - 1. License Number: 9000603
    - ii. Listing Agent/Licensed Supervisor: Aaron Jistel
      - 1. License Number: 548216
    - iii. Phone Number: 512-827-2252
    - iv. Email: [Admin@ListingSpark.com](mailto:Admin@ListingSpark.com)
    - v. Address: 9050 N. Capital of Texas Highway Building 3 Suite 250 Austin TX 78759

## ● Title Company

- Unless otherwise stated in the MLS, our preferred title company is Spark Title, LLC
  - i. Closer: Kim Case
  - ii. Address: 9050 N Capital of Texas Hwy., Bldg 3, Suite 255, Austin, TX 78759
    - Phone Number: (888) 282-3163
    - Email [orders@sparktitle.com](mailto:orders@sparktitle.com)
- They offer a courtesy close at any location that is convenient for you and your clients, including the use of mobile notaries.