

SELLING AGENTS:

All offers must be sent to: asif@kw.com

- Sending them anywhere else will cause delay in presentation to seller.
- Offers received **after 6 pm Monday -Friday** will be responded to on the **NEXT DAY**.
- Offers received **after 6 pm Saturday or Sunday** will be reviewed first thing on **MONDAY MORNING**.

Please provide the following with offers:

- Conditional Approval Letter or "Proof of Funds" letter for cash offer.
- Copy of earnest money check payable to Title Company (**minimum 1% of sales price**)
- Copy of option check payable to seller (**if applicable, minimum \$20 per Day, maximum 10 days**)
- Please check MLS for any Exclusions

When writing your offer, please work with these terms:

- Paragraph 6A-8 – Title Policy: if it is to be amended, it is a Buyer's expense.
- Paragraph 6C – Survey: It is Buyer's expense if existing survey is not acceptable for any reason and/or if there is not a survey available. Make sure to check the correct box! Check MLS for survey, if not found, it's not available.
- Paragraph 6D – Objections: Not more than 3 days.
- Paragraph 7B – Seller's Disclosure (if applicable): If not in MLS Docs it will be provided within 3 days.
- Paragraph 21 – Notices to seller at: asif@kw.com Notices to Buyer at: Provide an email address.

Other items of note:

If Seller(s) is paying for the title policy, then please contact Listing Agent for Title Company details
*****Due to wire fraud, MLS Rules no longer allow agents to post title information on listings!***

Financing addendums should have contingencies no more than 21 days (14 preferred).

Environmental Addendum (if used): Contingency should not be longer than Option Period.

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LISTING BROKER FIRM: Keller Williams Signature Realty LIC# 9004054

LISTING Associate's Name: Asif Shaikh LIC# 627190 Email: asif@kw.com Phone: (832) -419-7446

LICENSED SUPERVISOR OF LISTING ASSOCIATE: Al Rincon LIC# 525285

Listing Broker's Office Address: 920 South Fry Rd.

Katy, TX 77450 Office: (281) 599-7600

OPTION FEE: made out to Seller(s) will be delivered to:

Keller Williams Signature Realty – ATTN: Asif Shaikh

920 S. Fry Rd. Katy, TX 77450. *Call or text 832-419-7446 upon delivery*