



## PURCHASE OFFER INSTRUCTIONS

Please review with all buyers and provide the following:

- Please provide Conditional Approval Letter or "Proof of Funds" letter for a cash offer. If a buyer needs a referral of a lender, we will be happy to provide one.
- Copy of earnest money check (1% of Sales Price)
- Copy of Option check (if applicable)
- Seller's Disclosure Notice
- Lead Based Paint Disclosures (if applicable)
- Water District Notice (if applicable)
- Addendum for Home Owners Association (if applicable)
- One to Four Family Residential Contract
- Third Party Financing Addendum (if applicable)
- Non-Realty Items Addendums (if applicable)
- Please check MLS for any exclusiions.

Please Note:

- Option fee should be delivered to Energy Realty at, 111 Eldridge Parkway, Suite 200, Houston, TX 77077.
- Earnest money can be picked up and receipted by the title company.
- If seller is paying for the title policy, then please use Tracey Baxter at Allegiance Title (10497 Town and Country Way Suite 120 Houston, TX 77024).
- Buyer will receive the keys once funding occurs.

Thank you for your interest in our listing. If you have any questions, please call Sherry at (281) 797-7892