



## ***Offer Checklist***

**\*Please read prior to submitting offers\***

1. Offer to include the following:
  - a. Any docs attached to the listing in MLS (ie: Sellers Disclosure, MUD, HOA, Environmental, Notice of Info from other sources)
  - b. Broker Notice to buyer/tenant (HAR 410) – this notice is to be signed by selling agent and buyer.
  - c. Loan approval letter or proof of funds if cash buyer.
2. If seller has survey it will be attached to the MLS. If not, mark as a buyer's cost-paragraph 6C(2): 15 days.
3. Fill in page 9 completely: Sanders Family Real Estate license #9002411, Diane Sanders (listing associate and supervisor) license #419289.
4. Send offers to [diane@soldmany.com](mailto:diane@soldmany.com) and [tara@soldmany.com](mailto:tara@soldmany.com).

Thank you!

d.Diane Sanders

281-732-0256

[diane@soldmany.com](mailto:diane@soldmany.com)