



Submitting an Offer to The Burgess Group

1. All offers must include a pre-approval letter. The Burgess Group will speak to buyer's lender prior to execution of the contract.
2. If seller is to pay title insurance, then call The Burgess Group to ask which title company.
3. If a survey is available, it is for informational purposes only. If it's not in the media section of the MLS, buyer must pay for survey. Box #2 must be checked under survey section on contract.
4. Option period: \$20 per day
5. All addendums in media section of the MLS require buyer's signature prior to execution of contract by seller.
6. Please submit copies of option check with the offer. Once accepted, option fee check must be delivered to our office within 3 days of effective date of contract (Sec 23 of contract).

The Burgess Group respects Sunday as a family day for our clients and our team.

Offers presented after 6pm on Saturday may not be negotiated until Monday morning.

Offers will be handled:

1. By order it was received on electronic time stamp, email or fax.
2. By offer amount.

Please email offers to: mark.burgess@kw.com or fax to: 281-265-0123