



# OFFER GUIDELINES

**PLEASE INCLUDE SIGNED ADDENDA, DISCLOSURES AND NOTICES FOUND IN DOCS AS WELL AS BUYER'S PREAPPROVAL OR PROOF OF FUNDS.**

**An incomplete offer will NOT be accepted.**

1. Address: \_\_\_\_\_
2. Seller(s): \_\_\_\_\_
3. Legal Description: \_\_\_\_\_
4. Paragraph 2D, Exclusions:
5. Paragraph 5: Earnest Money shall be 1% of sales price
6. Title Company:
7. Paragraph 6A8, Title Policy: if survey is to be amended, it is at buyer's expense
8. Paragraph 6C, Survey: buyer expense in 15 days if existing survey is not acceptable for any reason and/or if there is not a survey available.
9. Paragraph 6D, Objections: not more than 3 days
10. Paragraph 21, Notices: complete with buyer's phone number and email address
11. Paragraph 23: \$350 option fee for 10 day option period
12. Page 9 information:

Keller Williams Memorial	9000862
Listing Broker Firm	License No.
represents <input type="checkbox"/> Seller and Buyer as an intermediary	
<input checked="" type="checkbox"/> Seller only as Seller's agent	
Bincy Jacob	644533
Listing Associate's Name	License No.
Michael Bossart	588215
Licensed Supervisor of Listing Associate	License No.
950 Corbindale	713-461-9393
Listing Broker's Office Address	Fax
Houston, TX 77024	State Zip
bincy@realtorbincy.com	516-557-6867
Listing Associate's Email Address	Phone

13. Financing Addendum: not more than 15 days
14. HOA Addendum
  - a. Paragraph A, check box #4
  - b. Paragraph C, \$250
  - c. Paragraph E, check buyer
15. Environmental Addendum: days to match option period
16. Preapproval/Proof of Funds: MUST be submitted with offer
  - a. Must be dated within last 45 days
  - b. Must include Name of loan officer, NMLS ID number, and phone number and be on institution letterhead
17. Please check the MLS for additional documents to be signed by your buyer including:
  - a. Seller's Disclosure
  - b. Notice to Purchaser of Real Property in a Water District
  - c. Broker Required Forms
  - d. Initial & date survey & T47 (if available)
  - e. Lead-Based Paint Addendum (only for houses built before 1978)

**Send all offers and correspondence to:**

**Listing Agent Bincy Jacob**  
**Bincy@RealtorBincy.com**

**Executive Assistant Lourdes Solano**  
**Lourdes@RealtorBincy.com**

*For additional questions or to confirm receipt, please text 516.557.6867 or 832.848.0101*