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### Offer Instructions

1. Paragraph 2D Exclusions: check agent remarks for a list
2. Paragraph 5 Earnest Money: not less than 1% of the sales price
3. Paragraph 5 Title Company: if seller pays title policy, seller chooses title company; if buyer pays title policy, buyer chooses title company
4. Paragraph 6A8 Title Policy: if it is to be amended, it is a buyer's expense
5. Paragraph 6C Survey: buyer expense if existing is not acceptable for any reason and/or if there is not a survey available
6. Paragraph 6D Objections: not more than 3 days
7. Paragraph 7B Seller's Disclosure: check MLS docs beforehand, otherwise it will be provided once received
8. Paragraph 7D Property Conditions/Repairs: check box 1
9. Paragraph 21 Notices: complete with buyer's information
10. Paragraph 23 Option Fee: \$250 for 5 days or \$400 for 7 days
11. Financing Addendum (if applicable): not more than 20 days
12. HOA Addendum (if applicable): paragraph A - buyer to purchase docs if desired - minimum of 15 days for delivery; paragraph C – seller and buyer to split costs 50-50; paragraph E – check both buyer and seller boxes
13. Environmental Addendum (if applicable): to reflect the same amount of days as the option period
14. Earnest Money and Option Fee Checks: copy must be submitted with any offer
15. Preapproval Letter must have the following:





- a. Printed on lender's letterhead
  - b. Have property address
  - c. Have purchaser's name
  - d. Dated within 30 days of presented offer
  - e. Confirm the type of financing the purchaser has applied for
  - f. Confirm the amount the purchaser has been approved for
    - i. Approved amount must meet or exceed the gross purchase price
  - g. Confirm the purchaser's credit has been obtained and reviewed
  - h. State whether or not the financing is contingent upon the sale of any assets, real estate or otherwise
16. Proof of funds must have the following:
- a. Copy of bank statement verifying funds are available
    - i. Account number must be blacked out on any verification documents
  - b. Purchaser's name must be on the statement, regardless of document type
  - c. Dated within 30 days of presented offer
  - d. Available account balance must meet or be greater than the gross purchase price

