

## Offer Submission Instructions

Please submit all offers to bill.smith@remax.net. Offers will be presented to our seller(s) within 24 hours of receipt. To expedite your review and process, please make sure all documents and addenda are included in submission, if applicable:

1. If seller pays title policy, call listing agent for preferred title company, 281-723-3336.
2. Completely fill out page 9 of contract.
  - A. Listing Broker Firm: RE/MAX The Woodlands & Spring, License # 475259.
  - B. Listing Agent's Name: Bill Smith. License # 291078.
  - C. Broker for Listing Agent: Patricia Manicom, License # 494662.
  - D. Listing Agent's Office Address: 26203 Oakridge Drive, The Woodlands TX 77380.
3. Earnest money must be at least 1% of the sales price. Please include copy of the earnest money check.
4. If a survey is uploaded to the listing, check #1 on page 2, part C. If no survey is uploaded, then the seller does not have a copy and box #2 needs to be checked
5. Option period must be no longer than 10 days. Option fee amount must be no less than \$150. Please include copy of the option fee check.
6. Third Party Financing Addendum:
  - A. Maximum of 21-day financing period to obtain "credit approval".
  - B. All applicable financing fields and boxes to be checked.
7. Signed seller's disclosures along with all other appropriate addenda provided online. Please only sign the documents provided online, if applicable.
8. Non-Realty Addendum, if applicable
9. Please provide pre-approval letter and/or proof of funds.
10. Please email all documentation in a PDF file format only.

To expedite the offer process, please follow these instructions closely. Should you have any questions in reference to your offer, please text 281-723-3336. Thanks for your interest and we look forward to working with you.