



## Purchase Offer Instructions

Please review with all buyers and provide the following:

- Please provide Conditional Approval Letter or “Proof of Funds” letter for a cash offer. If a buyer needs a referral of a lender, we will be happy to provide one.
- Copy of earnest money check
- Copy of option check (if applicable)
- Seller’s Disclosure Notice
- Lead-Based Paint Disclosures (if applicable)
- Water District Notice (if Applicable)
- Addendum for Home Owners Association (if applicable)
- One to Four Family Residential Contract
- Third Party Financing Addendum (if applicable)
- Non-Realty Items Addendums (if applicable)
- **Signed Wire Fraud Notice must be included with all transactions.**
- Please check MLS for any exclusions

### **Please Note:**

- Option fee should be delivered to Energy Realty at 1111 Eldridge Parkway, Suite 200, Houston, TX 77077.
- Earnest money can be picked up and receipted by the title company.
- If seller is paying for the title policy, then please contact the Listing Agent for title company instructions.
- Buyer will receive the keys once funding occurs.

Thank you for your interest in our listing. If you have any questions, please call Sherry at (281) 797-7892 or [Sherry@energy-realty.com](mailto:Sherry@energy-realty.com).