

TO SELLING AGENTS

PLEASE send all OFFERS to: **KonradMolski@kw.com**
(sending them anywhere else will cause delays in presenting them to the SELLERS)

Offers received **Monday -Friday AFTER 6 pm** will be responded the **NEXT DAY**;
Offers received **Saturday or Sunday AFTER 6 pm** will be responded to **MONDAY MORNING**.

Please provide the complete list of documentation with EACH OFFER:

(partial offers will be considered incomplete)

- “Proof of Funds” for cash offers, or LENDER Pre- Approval Letter**
- Copy of the EARNEST MONEY CHECK (1-2% of the Total Sales Price)**
- Copy of the OPTION CHECK (0.01% of the sales price per day, example \$500K home \$50/day)**
- Please check MLS for EXCLUSIONS, SD’s, and other documents**

LISTING AGENT: **Konrad Molski** **LC# 0664692**
Email: **KonradMolski@kw.com**
Mobile: **(832) -770-7000**

LISTING BROKER: **Keller Williams Memorial** **LC# 9000862**
950 Corbindale, Ste 100, Houston, TX 77024-1118
Supervisor: **Michael Bossart** **LC# 0588215**
Email: **mbossart@kwmemorial.com**
Office: **713-461-9393**

SELLERS:

Anita Elaine Woods-Roach
Thomas Lea Roach

If SELLER(s) is paying for the title policy, please specify:

Title:

Envision Title
11111 Katy Freeway, Suite 1012, Houston, TX 77079
<https://www.envisiontitletexas.com>
Phone 713.936.2750
Escrow: Laura Hoker
laura.hoker@envisiontitletexas.com

EARNEST MONEY:

Contact Title Company to arrange Courier Pickup Service or for pre-paid FedEx slip to mail in Earnest Money.

OPTION FEE:

(minimum 0.01% per day) made out to Seller(s) will be delivered to: **TBD**

SURVEY:

Seller does not have a survey; survey will be purchased at buyer’s expense.