

1807 Lamonte Ln. Offer Instructions & Checklist

Please submit your offer by emailing it to melissarowell@remax.net, and follow with a text to notify, 281-435-6713. To expedite review of your offer, please include the following documents:

1. Complete One-to-Four Family Residential Contract with no fields left blank.
2. Pre-approval letter and/or proof of funds
LENDER LETTER MUST INCLUDE: Mailing address, Email address and Phone number of the lender. Please submit these answers with the lender letter. Answers per the loan officer themselves.
 1. Have you received proof of the consumer/buyers' assets, income, reviewed credit report and application? (Y/N)
 2. How many calendar days will you need to provide credit approval? _____
 3. Please provide the date that you will be able to close this transaction? _____
 4. When will you order the appraisal? _____
 5. Is buyer's ability to close, and/or final loan approval, contingent on the sale of another property? (Y/N)
3. Third party financing addendum, if offer is not cash
4. Signed/dated Seller's Disclosure
5. Signed Disclosure of Relationship with Residential Service Company
6. Signed HOA addendum (if applicable)
7. Signed MUD District notice (if applicable)
8. Non-Realty Addendum (if applicable)
9. Seller's Exclusion list (if applicable)
10. Lead based paint addendum (if applicable)
11. Contingency addendum (if applicable)

___ Earnest money & Option Fee to be received within prescribed time period per contract. (Title company may email a fed ex label to send in EM, or may be paid electronically.)

___ Buyer's agent will contact Melissa Rowell with day/time of inspection.

___ Buyer's agent will contact Melissa Rowell prior to scheduling the closing date/time.

___ Buyer(s) have been made aware they must bring certified funds to closing.

___ Utilities will be disconnected the day of closing & funding and buyer should set up utilities in their name in order to have utilities at move-in.

Preferred title company: Ashley Turner w/Declaration Title, 12649 Memorial Dr, Ste F, Houston TX 77024.

Please feel free to contact me if you have any questions. Thank you for your interest in this listing and I look forward to doing business with you and your client!

Melissa Rowell

REALTOR®

281-435-6713- CELL

(713) 636-3015 - OFFICE

(832) 565-9008 - FAX

MELISSA@MELISSAROWELL.COM

HEYITSMELISSA.COM



RE/MAX
Signature

MEMORIAL

820 GESSNER RD. #120
HOUSTON, TX 77024

THE HEIGHTS

1531 YALE ST.
HOUSTON, TX 77008

GALLERIA

1717 ST. JAMES PL. #330
HOUSTON, TX 77056

SPRING BRANCH

1723 CAMPBELL RD.
HOUSTON, TX 77080

BROKER INFORMATION
(Print name(s) only. Do not sign)

Other Broker Firm _____ License No. _____

represents Buyer only as Buyer's agent
 Seller as Listing Broker's subagent

Associate's Name _____ License No. _____

Associate's Email Address _____ Phone _____

Licensed Supervisor of Associate _____ License No. _____

Other Broker's Address _____ Phone _____

City _____ State _____ Zip _____

RE/MAX Signature _____ **9003718**
Listing Broker Firm _____ License No. _____

represents Seller and Buyer as an intermediary
 Seller only as Seller's agent

Melissa Rowell _____ **0670838**
Listing Associate's Name _____ License No. _____

melissa@melissarowell.com _____ **281-435-6713**
Listing Associate's Email Address _____ Phone _____

Roxanna Gross _____ **0582453**
Licensed Supervisor of Listing Associate _____ License No. _____

820 Gessner Rd. #120 _____ **713-636-3015**
Listing Broker's Office Address _____ Phone _____

Houston _____ **TX** _____ **77024**
City _____ State _____ Zip _____