



Offer Submission Information

1. Please submit all offers to Melissa Franklin and her Transaction Coordinator, Valerie Bowman. Email addresses are:
 - a. Melissa-franklin@att.net
 - b. Valerie.franklinteam@gmail.com
2. A complete offer includes all disclosures attached to the MLS listing and a lender pre-approval letter (or proof of funds for cash offers).
3. Be sure there are no blank fields in the contract. Use "n/a", "none" or "zero" as appropriate.
4. Seller's preferred title company is: Providence Title, 20333 SH 249, Ste 200, Houston 77070. Escrow officer is Noel Wasson.
5. Be sure the lender has agreed they can meet the closing date.
6. Be sure to fill in your Buyer's contact information at item 21.
7. For page 9:
 - a. Listing Brokerage is RE/MAX Integrity, license #9004133, 19510 Kuykendahl Ste B, Spring 77379, 218-370-5100.
 - b. Listing Agent is Melissa Franklin, license #652598, melissa-franklin@att.net, 713-828-1177
 - c. Licensed Supervisor is Esther Cordova, license #208532.
8. Please email all documents in a .pdf file format. Do NOT send Dotloop documents.
9. Note: Sellers will not consider an incomplete offer or an offer if the property has not been seen by the potential buyer.
10. Should you have any questions, please contact Valerie at 713-446-3858.

Thanks for your interest! We look forward to working with you.