



SAVVYWAY REALTY

SAVE & CLOSE

OFFER INSTRUCTIONS

Dear Colleagues,

We are a major Texas wide listing company with over 100 listings, please use these instructions in order for your offer to be submitted to the seller.

Rule of Engagement:

1. All Negotiations must be in writing through email with the Brokerage. Please avoid any calls or texts on negotiations.
2. Any questions for the seller before an offer must be emailed to the Brokerage. We will send off to seller.
3. **ANY contact with seller is DISAPPROVED by this Brokerage. We will report any violations to the local Board of Realtors and/or TREC.**
4. Make sure to schedule showings for your Inspectors and Appraisers. We do not handle any requests by Inspectors or Appraisers.

Two Ways to submit offers:

- A. Express Offer:
 - a. An email from Buyer's Agent to offers@willpuente.com with **ALL the following:**
 - b.
 - MUST ATTACH Pre-Qualification Letter**
 - Buyer's Legal Name(s)**
 - Offer Price**
 - Down Payment**
 - Option Period and Price Requested**
 - Seller's Contribution (if any)**
 - Closing Date**
 - Who pays Survey?**
 - Any other conditions considered**

Once accepted, Buyer's Agent would need to haste to have their buyer sign off the prepared contract. Seller will always sign last, and we will execute contract.

B. Traditional Offer

Documents that involve the TREC, Third Party Addendum, HOA Addendum, etc. These documents must include Pre-Qualification Letter. Email to offers@willpuente.com

****Please note that if there are any corrections, all documents must be sent in ONE email. No partial documents will be executed.**

We hope these instructions make the process easier for all parties involved.

Will Puente, MBA, PhD Cand.
TX Real Estate Broker
Savvy Way Realty, Inc.