

# SUBMITTING GUIDELINES



THE FIFE REALTY TEAM THANKS YOU FOR SUBMITTING AN OFFER ON OUR LISTING!  
THESE GUIDELINES WILL HELP US IN REVIEWING YOUR OFFER.

PLEASE EMAIL CONTRACT TO: [AMYS.REALTOR@GMAIL.COM](mailto:AMYS.REALTOR@GMAIL.COM)  
QUESTIONS: 713-540-0926

## CONTRACT INFORMATION

### OPTION FEE:

TO TITLE COMPANY. PLEASE CONTACT OFFICE FOR INFORMATION.

### EARNEST MONEY:

PLEASE ENSURE THAT THE EARNEST MONEY IS AT LEAST 1% OF THE CONTRACT SALES PRICE.

### PROPERTY SURVEY:

IF SELLER HAS A SURVEY, IT WILL BE INCLUDED IN THE MLS ATTACHMENTS. IF SELLER CAN PROVIDE A SURVEY AND IT IS NOT APPROVED, THE NEW SURVEY MUST BE AT THE BUYER'S EXPENSE. IF SELLER IS UNABLE TO PROVIDE SURVEY, THAT CAN BE NEGOTIATED.

### ALL ADDENDUMS:

ARE PROVIDED IN ATTACHMENTS. PLEASE SIGN AND INCLUDE WITH OFFER.

### SENDING YOUR CONTRACT:

WHEN EMAILING YOUR CONTRACT, PLEASE PLACE THE PROPERTY ADDRESS IN THE SUBJECT LINE FOR A QUICKER RESPONSE.

## PAGE 9 INFORMATION

### Fife Realty

Listing Broker Firm

License No.

represents

Seller and Buyer as an intermediary

Seller only as Seller's agent

### Amy M. Shelton

752976

Listing Associate's Name

License No.

### Fife Realty

Team Name

### AmyS.Realtor@gmail.com

(713)540-0926

Listing Associate's Email Address

Phone

### Crystal Fife Krivacka

564407

Licensed Supervisor of Listing Associate

License No.

### 22905 Laneview Rd

(979)826-0011

Listing Broker's Office Address

Phone

### Hempstead

TX

77445

City

State

Zip

Selling Associate's Name

License No.

Team Name

Selling Associate's Email Address

Phone

Licensed Supervisor of Selling Associate

License No.

Selling Associate's Office Address

City

State

Zip

