

CLYDE HAYS

REALTOR® AND BROKER ASSOCIATE

Instructions for Submitting an Offer

Thank you for your interest in submitting an offer on our listing! To ensure your client's offer is reviewed in a timely manner, please follow the instructions below.

- Please contact us for information about where to deposit earnest money. Earnest money 1-2% of contract sales price.
- Pre-approval Letter for all financed offers to include lender's contact information.
- Proof of Funds for all cash offers.
- Copy of Earnest Money and Option Fee checks

Paragraph 22 - Agreement of Parties: Please check all applicable boxes and list any "Other" addenda to include Non-Realty Items if requesting items.

Additional documents to include with offers:

- | | |
|---|----------|
| • Information About Brokerage Services | TXR 2501 |
| • Seller's Disclosure signed by Buyer | TXR 1406 |
| • Information about Special Flood Hazards | TXR 1414 |
| • Information About Property Insurance | TXR 2508 |
| • General Information and Notice to Buyer | TXR 1506 |
| • Broker Notice to Buyer Tenant | HAR 410 |
| • Wire Fraud Notice | TXR 2517 |

Broker Information

- **Keller Williams Realty Metropolitan license # 460373.** Address is below.
- **Clyde Hays License # 515601 Contact information is below.**
- **Licensed Supervisor is Lori Tillman, License # 403587, loritillman@kw.com .**
- **Direct phone number is 832-443-4868; Alternate agent phone number is 281-908-9112**

Phone: 832-443-4868 E-mail: chays@ClydeHays.com

Website: www.ClydeHays.com

Keller Williams Realty Metropolitan, 5050 Westheimer Rd., Suite 200, Houston, TX 77056

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