

# Offer Submission Instructions

Please submit all offers to [jeff@yourumbrellagroup.com](mailto:jeff@yourumbrellagroup.com) and [lacy@yourumbrellagroup.com](mailto:lacy@yourumbrellagroup.com).

All offers will be presented to our seller(s) within 24 hours of receipt. Please make sure all documents and addenda below are included in submission if applicable:

1. Complete contract signed by buyers with no blank fields (mark N/A or none).
  - a. Buyer must sign the seller's exclusion list provided.
  - b. Please put "See attached seller's exclusion list" on page 1 of contract.
2. Title Company is Providence Title at 20333 Highway 249, Houston, TX 77070 – Noel Wasson [nwasson@protitletx.com](mailto:nwasson@protitletx.com)
3. Completely fill out page 9 of the contract.
  - a. Listing Broker Firm: Compass RE Texas, LLC – license # 0459504
  - b. Listing Associate's Name: Jeff Kastendieck – license # 0680405 - [jeff@yourumbrellagroup.com](mailto:jeff@yourumbrellagroup.com)
  - c. Licensed Supervisor of Listing Associate: Kenneth Brand – license # 0321601
  - d. Listing Broker's Office Address: 1800 Hughes Landing Blvd, #725, The Woodlands, TX 77380, ph# 832-899-4788
4. Earnest Money must be at least 1% of the sales price. Please include a copy of the earnest money check.
5. If a survey is uploaded to the listing, check #1 on page 2, part C. If no survey uploaded, then the seller does not have a copy and box #2 needs to be checked.
6. Option period no longer than 7 days and end on a weekday. Option fee must be no less than \$250. Please include a copy of option fee check.
7. Third Party Financing Addendum:
  - a. Maximum of 21 day financing period to obtain "credit approval"
  - b. All applicable financing fields and boxes to be checked.
8. HOA addendum – Please only sign the addendum provided online if applicable.
9. Signed seller's disclosures along with all other appropriate addenda provided online.
10. Non-Realty Addendum – if applicable
11. Please provide pre-approval letter and/or proof of funds.
12. Please email all documents in PDF file format only.