

## TO SELLING AGENTS

**PLEASE send all OFFERS to:** [KonradMolski@kw.com](mailto:KonradMolski@kw.com) & [MartaPeralta@kw.com](mailto:MartaPeralta@kw.com)  
(sending them anywhere else will cause delays in presenting them to the **SELLERS**)

Offers received **Monday -Friday AFTER 6 pm** will be responded the **NEXT DAY**;  
Offers received **Saturday or Sunday AFTER 6 pm** will be responded to **MONDAY MORNING**.

**Please provide the complete list of documentation with EACH OFFER:**

*(partial offers will be considered incomplete)*

- "Proof of Funds" for cash offers, or LENDER Pre- Approval Letter**
- Copy of the EARNEST MONEY CHECK (1-2% of the Total Sales Price)**
- Copy of the OPTION CHECK (0.01% of the sales price per day, example \$500K home \$50/day)**
- Please check MLS for EXCLUSIONS, SD's, and other documents**

**SELLER:** **Riaz and Neelam Poonawalla**

**LISTING AGENT:** **Konrad Molski** **LC# 0664692**  
Email: KonradMolski@kw.com  
Mobile: 832 -770-7000

**TC:** **Marta Peralta** **LC# 762008**  
Email: MartaPeralta@kw.com  
Mobile: 832-946-7000

**LISTING BROKER:** **Keller Williams Memorial** **LC# 9000862**  
950 Corbindale, Ste 100, Houston, TX 77024-1118  
Supervisor: **Larry Frawley** **LC# 0622776**  
Email: larryfrawley@kwmemorial.com  
Office: 713-461-9393

**If SELLER(s) is paying for the title policy, please specify:**

**TITLE:** Envision Title,  
Address: 11111 Katy Freeway, Suite 1012, Houston, TX 77079  
Office: 713-936-2750  
Escrow: Laura Hoker  
Email: laura.hoker@envisiontitletexas.com

**EARNEST MONEY:**

Contact Title Company to arrange Payment Online, Courier Pickup Service or for pre-paid FedEx slip to mail in Earnest Money.

**OPTION FEE:**

**(minimum 0.01% per day)** made out to Title will be delivered to: **TBD**

**SURVEY:**

**Seller does have a survey; and notarized T-47.**