

# Submitting An Offer Instructions

RE/MAX PEARLAND  
MARIA GUZMAN  
THE GUZMAN TEAM  
7310 BROADWAY ST STE 112  
PEARLAND, TX 77584  
(281) 455-7294

## 5514 Mendota Lane , Houston TX 77032

- Exclusions: check agent remarks for a list
- Earnest Money: no less than 1% of sales price
- Title Company: Independence Title Company – Audrey Phillips - (281) 485-7999 - 7310 Broadway Ste 104 Pearland, TX 77584
- Title Policy: if it is to be amended, it is a buyer's expense
- Survey: buyer expense if existing is not acceptable for any reason and/or if there is not a survey available
- Objections: no more than 7 days
- Seller's Disclosure: check MLS docs before hand
- Property Conditions/Repairs: check box 1
- Notices: complete with buyer's information
- Financing Addendum (if applicable): no more than 20 days
- Environmental Addendum (if applicable): to reflect the same amount of days as the option period
- Pre-approval letter needs to be approved by N. Jeannie Cogdill -  
[jcogdill@houseloan.com](mailto:jcogdill@houseloan.com) Phone: (713) 443-0970
- Earnest Money and Option Fee Checks: copy must be submitted with any offer
- Cash Offer: must submit with proofs of funds
- Check MLS: For additional documents to be signed by your buyer & included with offer including
- Seller's Disclosure - make sure all pages are signed/initialed
- Notice Purchaser – Water district if applicable
- Broker required Forms
- Listing Broker: RE/MAX Pearland, Licensed #601472  
7310 Broadway St Ste 112, Pearland TX, 77584
- Listing Associate: Maria Guzman, Licensed #464356  
Phone: (281) 455-7294 fax: (281) 619-2880  
[Guz\\_tita@yahoo.com](mailto:Guz_tita@yahoo.com)
- Listing Supervisor: Betsy Guzman, Licensed #618659  
Phone: (713) 340-2000

Have a blessed day! I look forward to a smooth transaction.

Please CC Betsy @ [BetsyG.realtor@gmail.com](mailto:BetsyG.realtor@gmail.com) in all correspondence.