



Thank you for submitting an offer on our listing! Below you will find some helpful information for completing your contract.

PLEASE EMAIL ALL OFFERS TO tony@innerloop.com. SEND AN SMS TO THE LISTING AGENT FOR THE RECEIPT OF THE OFFER SUBMITTED.

PAGE 9 INFORMATION:

Other Broker Firm License No.

Represents:

- Buyer only as Buyer's agent
- Seller as Listing Broker's Subagent

Associate's Name License No.

Associate Email Address Phone

Licensed Supervisor of Associate License No.

Other Broker's Address Phone

City State Zip

CONTRACT INFORMATION:

- ✓ **All offers MUST be accompanied by a signed Broker Notice to Buyer/Tenant.**
Please see listing attachments. Offers without this form will NOT be considered.
- ✓ **Title Company**
Please refer to this listing's agent' suggestion for specific branch location and escrow officer contract information.
- ✓ **Option fee**
Listing Agent will connect with you on the best way to deliver the option fee upon executed contract.
- ✓ **Earnest Money**
Please ensure that earnest money is at least a full 1% at the contract sales price.
- ✓ **Property Survey**
Please check #2(Buyer will purchase) under survey section. If seller has a survey, we will provide it, along within T47 Affidavit.
- ✓ **HOA addendum**
The HOA addendum MUST be provided by the buyer's agent as it is an extension of the contract. Please allow a MINIMUM of 10 days for return of HOA docs/resale certificate.
- ✓ **Sending Your Contract**
When emailing your contract, please place the property address in the subject line for ease of access and quicker response.
- ✓ **PLEASE COPY ON ALL CORRESPONDENCE:**
Jamira Manalo | Admin Assistant
csr@innerloop.com | 713-529-7711
Office Hours: M-F 9:00 am – 6:00 pm
Jessica Meakins | Transaction Coordinator
jessa@ctcttransactionmgr.com | 936-202-8665
Office Hours: M-F 8:00 am – 5:00 pm