



SUBMITTING GUIDELINES



The Boutwell Team thanks you for submitting an offer on our listing!
These guidelines will help us in reviewing your offer.

**Please email offers to: Listing and Co-Listing Agents and
Admin@TheBoutwellTeam.com**

Questions: 281.305.8533

CONTRACT INFO.

PREFERRED TITLE COMPANY:

Charter Title-Becky Greer: rgreer@chartertitle.com
110 Vintage Park Blvd. #240, Houston, TX 77070

OPTION FEE:

Add in addition to Earnest Money check and memo property address. Deliver to Title Company.

EARNEST MONEY:

Please ensure that Earnest Money is at least 1% of the contract sales price.

PROPERTY SURVEY:

If seller has a survey, it will be included in the MLS docs along with T-47 Affidavit. If seller can provide a survey and it is not approved, new survey must be at buyer expense. If seller is unable to provide survey, that can be negotiated.

HOA ADDENDUM:

If there is an HOA associated with the property, we have provided our preferred method to handle the HOA addendum in the attachments. We would prefer buyer to sign our version already signed by the seller. If buyer would like to submit another HOA addendum, we will review. If the property has an HOA, an HOA addendum must be submitted with the buyer's offer.

SENDING YOUR CONTRACT:

When emailing your contract, please place the property address in the subject line for a quicker response.

COPY ON ALL CORRESPONDENCE:

Listing Agent: LeAnn@TheBoutwellTeam.com
Transaction Coor: Admin@TheBoutwellTeam.com

PAGE 9 INFO.

Boutwell Properties LLC 9008916
Listing Broker Firm License No.

represents Seller and Buyer as an intermediary
 Seller only as Seller's agent

LeAnn Pantalion 677441
Listing Associate's Name License No.

LeAnn@TheBoutwellTeam.com (713) 855-8277
Listing Associate's Email Address Phone

Cindy Boutwell 486236
Licensed Supervisor of Listing Associate License No.

17506 Bobcat Trl (281)305-8533
Listing Broker's Office Address Phone

Cypress TX 77429
City State Zip

Selling Associate's Name License No.

Selling Associate's Email Address Phone

Licensed Supervisor of Selling Associate License No.

Selling Associate's Office Address

City State Zip