

Offer Submission Instructions

Please submit all offers to team@houstonhomeslegacy.com

All offers will be presented to our seller(s) within 24 hours of receipt. To expedite your review and process, 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 online. B. Please put "See attached seller's exclusion list" on page 1 of the contract.
2. Please call the listing agent for title company information.
3. Completely fill out page 9 of the contract.

A. Listing Broker Firm: Houston Homes Legacy Group LLC License #9008482.

B. Listing Associate's Name: Sonia L Trevino. License #452686.

Email address: team@houstonhomeslegacy.com.

C. Licensed Supervisor of Listing Associate: Carlos Izquierdo. License #450505

D. Listing Broker's Office Address: 24624 I-45 Suite 200, Spring, TX 77386.

Phone number: (281) 864-1040

4. Earnest Money must be at least 1% of the sales price.
5. If a survey is uploaded to the listing, check #1 on page 2, part C. If no survey is uploaded, then the seller does not have a copy and box #2 needs to be checked.
6. Option period must be no longer than 10 days and end on a weekday.
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. When including a seller lease back, please include this verbiage in special provisions:
“Buyer will hold security deposit check until property is vacated and buyer completes final lease walk through.”
- 11. Please provide a pre-approval letter and/or proof of funds.**
12. Please email all documentation in a PDF file format only.

To expedite the offer process, please follow these instructions closely. Should you have any questions in reference to your offer, please text (832) 463-9568. Thanks for your interest and we look forward to working with you.