

Offer Instructions

Before submitting offer, please review the following information for completing offer.

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Please Complete All Sections Accordingly		
Other Broker Firm	License No.	
represents <input type="checkbox"/> Buyer only as Buyer's agent <input type="checkbox"/> Seller as Listing Broker's subagent		
Associate's Name	License No.	
Associate's Email Address	Phone	
Licensed Supervisor of Associate	License No.	
Other Broker's Address	Phone	
City	State	Zip

Keller Williams Professionals	588569	
Listing Broker Firm	License No.	
represents <input type="checkbox"/> Seller and Buyer as an intermediary <input type="checkbox"/> Seller only as Seller's agent		
Claudia Oakley	679455	
Listing Associate's Name	License No.	
claudia.oakley@kw.com	713-302-2135	
Listing Associate's Email Address	Phone	
Kelly McKenzie	0498005	
Licensed Supervisor of Listing Associate	License No.	
8344 Spring Cypress Rd,Suite B	281-444-3900	
Listing Broker's Office Address	Phone	
Spring, TX 77379	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

1-4 Residential Family Contract

Sellers: Please locate seller's full name (First Name and Last Name) from Realist or Tax Records, unless instructed otherwise.

Paragraph 5: Earnest Money - Minimum of:
1% of Sales Price

Paragraph 6: Survey - If survey is not available under Documents section, the Buyer will need to purchase a New Survey at Buyer's Expense (Option #2)

Paragraph 23: Termination Option Fee:
Minimum Amount \$200

**All Properties Require an Appointment
Prior to Inspections**

**THANKS FOR
SUBMITTING OFFER!**

Title/Offer Information

All Offers must include Pre-Approval Letter or Proof of Funds. Pre-approval letter must contain Lender contact information. Pre-approval letter will be verified before any contract is accepted or executed.

ALL Required Addendums and Disclosures available under Documents in MLS must be signed by Buyer and included when submitting an offer.

If Seller to pay Title Policy, Seller has a preferred Title Company. Please contact **Claudia Oakley at (713) 302-2135** for the Title Company contact information.

All offers submitted to:
claudia.oakley@kw.com and Option Money delivered to office within **3** days of executed contract unless instructed otherwise. Keller Williams Professionals
8344 Spring Cypress, Suite B,
Spring, TX 77379