

Offer Submission Instructions

Please send all offers to trish@trishandersen.com. Please make sure all Addenda are included with the contract.

1. Contract must have full signatures or initials on all documents.
 - a) Buyer must sign the sellers' Exclusion List
 - b) Please put "See attached Sellers' Exclusion List" under exclusions on contract.
2. If Sellers are paying for title policy, please use Chicago Title 1450 Lake Robbins The Woodlands 77380 Lacey Diehl 281-364-8110
3. Please fill out the info on page 10 of the contract.
 - a) Listing Broker: Berkshire Hathaway HS Premier Properties. License # 598491
 - b) Listing Associate name: Patricia Andersen. License # 535073
 - Email: trish@trishandersen.com Cell # (832) 704-3907
 - c) Licensed Supervisor: Meghan Tompkins. License # 553576
 - d) Listing Broker's Address: 30350 FM 2978 The Woodlands, TX 77354.
 - Office Phone: (281) 298-5777
4. Earnest Money must be **at least** 1% of Sales Price.
5. Buyer will need to purchase a new survey, so please mark #2 under survey.
6. Option period must not be more than 7 days and no less than \$300.00.
7. Third Party Financing Addendum
 - a) Maximum of 21 days for "credit approval".
 - b) All applicable boxes must be checked.
 - c) Please include "Addendum Concerning Right to Terminate Due to Lender's Appraisal"
8. Please sign HOA Addendum
9. Please sign Sellers' Disclosures with all addenda online
10. Please provide Pre-Approval Letter and/ or Proof of Funds
11. Please e-mail all documentation in a PDF file format.
12. Please include copy of Earnest Money and Option Fee. This should be 1 check made out to the title company.

If you have any questions, please text or call the listing agent at (832) 704-3907. Thank you for your interest and we look forward to working with you.