



OFFER SUBMISSION INSTRUCTIONS

1. Please submit all offers to Melissa Franklin and her Licensed Assistant/Transaction Coordinator, Valerie Bowman. Email addresses are:
 - a. melissa@melissafranklinrealtor.com
 - b. valerie@melissafranklinrealtor.com
2. A complete offer includes ALL disclosures (see MLS attachments) and a lender pre-approval letter with credit, income & assets verified (or proof of funds for cash offers). The HOA addendum, if applicable, must be provided by the buyer's agent as it is an extension of the contract. The lender letter must show a mailing address, email address, and phone number for the lender. It is highly recommended that you have the lender call the listing agent, Melissa Franklin.
3. No blank fields on the contract. Use "n/a", "none" or "zero" as appropriate.
4. Please adjust the number of days in the option period so that it does not end on a Saturday, Sunday, or holiday.
4. Contact Valerie for seller's preferred title company. 713-446-3858
5. Please confirm the lender can meet the closing date you put on the offer. No Friday closings.
6. Please fill in your buyer's contact information on item 21 of the 1-4.
7. For page 9:
 - a. Listing Brokerage is RE/MAX Integrity, License #9004133
19510 Kuykendahl Ste B, Spring 77379, 218-370-5100.
 - b. Listing Agent is Melissa Franklin, License #652598
melissa@melissafranklinrealtor.com, 713-828-1177
 - c. Licensed Supervisor is Esther Cordova, License #208532.
8. Please do not send offers through Dotloop. Email them as 1 pdf file.
9. Should you have any questions, please contact Valerie at 713-446-3858.

Thanks for the offer! We look forward to working with you.