

# Contract Offer Instructions

## Key Harbor Properties

Thank you for submitting an offer on this listing! Please submit your offer via direct email to the listing agent on the MLS sheet. To expedite review of your offer, please include the following documents that apply with your offer:

- Completed contract with all Addenda that apply. Please use N/A for all non-applicable items, leaving no space blank. Any handwritten responses and/or changes to the offer must be initialed by all parties.
- Third Party Addendum. 500.00 Option Fee up to 10 days. Survey, if wanted needs to be purchased by Buyer. 30- 45 days for Close.
- Completed Pre-Approval Letter from Lender or Proof of Funds from buyer's Financial Institution.
- Signed/Dated (Executed) Seller's Disclosure.
- Non-Realty Addendum.
- HOA Addendum.
- Any remaining Addenda that apply such as Lead-Based Paint Addendum, Contingency Addendum, Short Sale Addendum, etc.
- Executed MUD District Notice.
- Any documents noted on page 7, paragraph 22 under "other" must be included with the offer.

\*\*\*OFFER IS CONSIDERED INCOMPLETE WITHOUT THE ABOVE\*\*\*

If a fast 2<sup>nd</sup>-level pre-qualification is requested by the seller, you may contact a Mortgage Lender of your choice or, request a referral from Key Harbor Properties.

DUE TO THE NATURE OF OUR BUSINESS COMMUNICATION BY EMAIL IS PREFERRED FORM OF COMMUNICATION.

Thank you for submitting your offer,

Listing Agent: \_\_\_\_\_ Passion McPherson \_\_\_\_\_ Contact # : \_\_\_\_\_ [apassionforproperties@gmail.com](mailto:apassionforproperties@gmail.com) \_\_\_\_\_

Key Harbor Properties  
[www.keyharborproperties.com](http://www.keyharborproperties.com)