



## Offer Instructions:

Please email your offer to [SPetropolis@kw.com](mailto:SPetropolis@kw.com)

Subject Line: OFFER – *Property Address*

Communication: 7 days a week, 8:00-6:00

(If after hours, please email [SPetropolis@kw.com](mailto:SPetropolis@kw.com) or text 713-503-8789)

### Title Company:

Before submitting your offer, please email [SPetropolis@kw.com](mailto:SPetropolis@kw.com) for title company information. You can also call at 713-503-8789.

### Earnest Money:

Earnest money should be at least 1% of the total contract sales price.

### Option Fee:

Please ensure that the option fee is at least \$35 per day, with a maximum of 10 days.

### Addenda:

Buyer must sign all addenda (seller's disclosure, HOA, MUD, etc.) to submit with offer. Offers that are missing these signed documents can't be executed.

### Survey:

Please check #2, Buyer to purchase a new survey. If the seller has a survey, the survey and T-47 will be uploaded in the HAR attachments (check #1 & Buyer).

\*\*\*If the offer is missing the required addenda with negotiable items, then it will not be presented to the seller. \*\*\*

**Don't Forget:** Please make sure you submit, signed by the buyer, TXR 1414-INFORMATION ABOUT SPECIAL FLOOD HAZARD AREAS if the home is in any type of flood zone.

### Page 9 Information:

Listing Broker: Keller Williams Houston – Professionals License No.: 588569

Listing Associates Name: Susan Petropolis License No.: 610158

Listing Agents Email: [SPetropolis@kw.com](mailto:SPetropolis@kw.com)

Licensed Supervisor: Veronica Barefield License No.: 534207

Listing Broker's Address: 8344 Spring Cypress Rd., Suite B  
Spring, Texas 77379

Phone Number: 281-444-3900

Thank you for taking the time to submit your offer with these instructions. I appreciate you!