

Offer Instructions

- Please submit all offers to janice@clowproperties.com,
- CC my Client Care Coordinator Nicole at njones@c2cllc.net and her phone number is (281) 451-3508.

All offers will be presented to our seller(s) within 24 hours of receipt.

To expedite your review and process, please make sure all documents and addenda below are included in submission if applicable:

1. Complete contract signed by buyers with no blank fields (mark N/A or None).
 - A. Buyer must sign the seller's exclusion list provided online.
 - B. Please put "See attached seller's exclusion list" on page 1 of the contract.
2. Please call the listing agent for title company information.
3. Completely fill out page 9 of the contract.
 - A. Listing Broker Firm: RE/MAX The Woodlands & Spring. License#: 475259.
 - B. Listing Associate's Name: Janice Clow License #: 671044. Email address: janice@clowproperties.com
 - C. Licensed Supervisor of Listing Associate & Broker: Patricia Manicom. Her license #: 494662
 - D. Listing Broker's Office Address: 26203 Oakridge Drive, The Woodlands TX 77380. Phone: 281-602-8820.
4. Earnest Money must be at least 1% of the sales price.
5. If a survey is uploaded to the listing, check #1 on page 2, part C. If no survey is uploaded, then the seller does not have a copy, and box #2 needs to be checked.
6. Option period must be no longer than 10 days and end on a weekday. Option fee amount must be no less than \$100.
7. Third-Party Financing Addendum:
 - A. Maximum 21-day financing period to obtain "credit approval".
 - B. All applicable financing fields and boxes to be checked.
8. HOA Addendum- Please only sign the addendum provided online if applicable.
9. Signed seller's disclosures along with all other appropriate addenda provided online.
10. Non-Realty Addendum-if applicable
11. Please provide a pre-approval letter and/or proof of funds.
12. Please email all documentation in a PDF file format only.
13. Please include a copy of the earnest money and options check. This should be one check made out to the title company.

To expedite the offer process, please follow these instructions closely. Should you have any questions in reference to your offer, please text [832-745-2729](tel:832-745-2729).

Thanks for your interest and we look forward to working with you!

- Janice Clow

