

JO & CO. PRESENTS OUR

# OFFER SUBMISSION INSTRUCTIONS

QUESTIONS! ? TEXT 832-493-6685

Please submit all offers to [jordan@byjoandco.com](mailto:jordan@byjoandco.com). 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 the submission if applicable:

**SELLER: Tenaya and Jonathan Swann**

**1. Complete the contract signed by buyers with no blank fields (mark N/A, None, or 0 if applicable).**

A. Buyer must sign the seller's exclusion list if one is provided online.

B. If so, please put "See attached seller's exclusion list" in the exclusions paragraph. **2. Please call the listing agent for title company information.**

**3. Completely fill out page 9 of contract.**

A. Listing Broker Firm: Jo & Co.. License#: 9006840.

B. Listing Associate's Name: Jordan Marie Schilleci. License #: 0658602.

Email address: [jordan@byjoandco.com](mailto:jordan@byjoandco.com).

C. Licensed Supervisor of Listing Associate: Jordan Schilleci. Her license #: 0658602 D. Listing Broker's Office Address: 17502 Hidden Forest Cir, 77379. Phone number: 832-493-6685. **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 7 days and end on a weekday.**

The option fee amount must be no less than \$400.

**7. Signed seller's disclosures along with all other appropriate addenda provided online. 8. Must include a signed copy of TXR-1506 (General Information and Notice to Buyers and Sellers) 9.**

**Please provide pre-approval letter and/or proof of funds.**

**10. Please email all documentation in a PDF file format only.**

To expedite the offer process, please follow these instructions closely. Should you have any questions in reference to your offer, please text 832-493-6685.

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

**PREPARED FOR YOU  
TO MAKE WRITING  
YOUR OFFER EASIER**

**JO & CO.  
JORDAN SCHILLECI  
CALLTEXT 8324936685**

**SUBMIT ALL OFFERS  
TO: JORDAN@  
BYJOANDCO.COM**