

Offer Submission Instructions

Please submit all offers to messaluna@yahoo.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 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 contract.
 - A. Listing Broker Firm: [Realty One Group Experience License # 9005504](#)
 - B. Listing Associate's Name: [Ana de los Reyes License # 697209](#)
 - C. Licensed Supervisor of Listing Associate: [Jill Daniels License : 642238](#)
 - D. Listing Broker's Office Address: [2400 FM 1488 ste 150 , Conroe Tx 77384](#)
4. Earnest Money must be at least 1% of the sales price. Please include copy of the earnest money check.
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. Please include copy of the option fee check.
7. Third Party Financing Addendum:
 - A. Maximum of 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 pre-approval letter and/or proof of funds.
12. 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 832-652-0629 Thanks for your interest and we look forward to working with you.