

**OFFER INSTRUCTIONS:**

Please email contract to Transaction Coordinator

- [Transactions@madisonfineprop.com](mailto:Transactions@madisonfineprop.com)
- Sending Your Contract: When emailing your contract, please place the property address in the subject line for a quicker response.

**1. Purchase Price of Offer**

**2. Earnest Money**

Please ensure that the earnest money  
is at least 1% of the sales price.

**3. Option Period (number of days - OP fee)**

Option fee can be delivered to the Title company  
if it complies within the day's option fee should be delivered.

**4. Closing Date?**

**5. Preferred Title Company**

The Title Company  
Paula Brown

**6. If Cash Offer - Proof of Funds required**

**7. If Financing - Pre-approval required**

**8. Property Survey**

Please check number two (#2, Buyer will purchase)  
under the survey section. If Seller has an existing survey, it will be in the attachments.