

Offer Submission Instructions

Please submit all offers to Dean@stahleydavisproperties.com. Offers will be presented to our seller(s) within 24 hours of receipt. To expedite the review and process, ensure all relevant documents and addenda listed below are included in your submission:

1. **Complete Contract:** Ensure the contract is fully signed by buyers with no blank fields (use N/A or None where applicable).

- Seller's Exclusion List: Buyers must sign the seller's exclusion list provided online.

2. **Title Company Information:** Contact the listing agent for details.

3. **Page 9 of Contract:** Fill out completely.

- Listing Broker Firm: Walzel Properties, License #9004621

- Listing Associate's Name: Dean Davis, License #781395, Dean@stahleydavisproperties.com

- Licensed Supervisor of Listing Associate: Shelly Walzel, License #469868

- Listing Broker's Office Address: 2001 Timberloch Place, Suite 5, The Woodlands, TX 77380

- Phone Number: (832) 674-4960

4. **Earnest Money:** Must be at least 1% of the sales price.

5. **Survey:**

- If a survey is uploaded to the listing, check #1 on page 2, part C.

- If no survey is uploaded, check box #2 as the seller does not have a copy.

6. **Option Period:** Must be no longer than 10 days and must end on a weekday.

7. **Third Party Financing Addendum:**

- Maximum 21-day financing period to obtain "credit approval."

- Ensure all applicable financing fields and boxes are checked.

8. **HOA Addendum:** Sign the addendum provided online, if applicable.

9. **Seller's Disclosures:** Include all signed seller's disclosures and appropriate addenda provided online.

10. **Non-Realty Addendum:** If applicable.

11. **Seller Lease Back:** Include the following verbiage in special provisions if applicable: "Buyer will hold security deposit check until the property is vacated, and buyer completes final lease walk-through."

12. **Pre-Approval Letter and/or Proof of Funds:** Include with your submission.

13. **File Format:** Email all documentation in PDF file format only.

Thank you for your cooperation!