

OFFER INSTRUCTIONS

PLEASE REVIEW OUR RECOMMENDATIONS FOR SUBMITTING AN OFFER

Please submit all offers to homes@giles.team All offers will be presented to our seller(s) within 24 hours of receipt. To expedite your review, please make sure all documents and addenda below are included in submission, if applicable.

1. Contract needs to be signed by buyer(s).
2. Complete all blank fields (mark "N/A" or "none").
3. Handwritten contracts will need to be typed upon an accepted offer.
4. If seller is paying for Title Policy, then please call for preferred Title company.
5. Completely fill out page 9 of contract with the following information:
 - Listing Broker Firm: Keller Williams Realty – The Woodlands and Magnolia (#467749)
 - Listing Associate's Name: Chase Giles (#659336)
 - Associate's Licensed Supervisor: Paula London (#658750)
 - Listing Broker Office: Keller Williams Realty – The Woodlands & Magnolia, 2201 Lake Woodlands Drive, The Woodlands, TX 77380
 - Listing Associate's Email & Phone Homes@Giles.Team 281-224-6200
6. Third Party Financing Addendum, maximum of 21 days financing period to obtain "Credit Approval".
7. Signed MUD Notice (if applicable).
8. Signed Sellers Disclosure along with all other appropriate addenda.
9. Call for Title Company if Sellers are paying for Title Policy.
10. Offers will ONLY be accepted with pre-approval letter and/or proof of funds.
11. Earnest money deposit should be at least 1% of the contract offer and .1% (.001) for option fee (Ex. Earnest money is \$5,000, then option fee should be \$500).
 - Coordinate option check delivery & receipt with listing agent, Chase Giles.
 - Physical Address for The Giles Real Estate Team, 2201 Lake Woodlands Drive, The Woodlands, TX 77380
13. The Sellers are: Gary L Giles and Cara Giles; who are licensed Realtor® and related to listing agent.

Email all documentation in PDF format or submit thru Dotloop with .pdf attachment. Should you have any questions, please contact Chase Giles @ 281-224-6200 or Cara Giles @ 281-687-7811. Thank you for submitting an offer on behalf of your buyer. We look forward to working with you.

