

CONTRACT INSTRUCTION SHEET

Please follow these instructions carefully.

Contracts received incorrectly may not be reviewed by the seller.

Seller's Name: **OWNER OF RECORD**

Section 5(A) (Title Info):

- Leave Title company information blank or put TBD. Title information will be provided once the seller accepts the offer.

Please note the seller requires the deposit be held with their title company even if the buyer is paying for title. - Earnest Money (deposit) - Minimum 1% or \$1000 whichever is greater for financed offers

Minimum 10% or \$1000 whichever is greater for cash offers

- Option Fee - \$0.00 - buyer is allowed to ask for an option period, but the bank does not charge for the option period.

Section 5(B)

- 10 Days MAX

Section 6(A)

- If buyer elects to use Seller's Title Company, leave it blank or put TBD

- Mark "Sellers" if the buyer would like the seller to pay the title policy

OR

Mark "Buyers" if the buyer is paying title policy and enter buyer's title company information

Section 6 (C)

- If your buyer wants or needs a survey, you must mark section 2. No more than 15 days.

Section 6(D)

- Input "Residential Use" - Max 3 days

Section 6(E):

-Section 2 - if the property is in an HOA, mark is and provide the buyer signed HOA Addendum with offer package.

Section 7(B)

- Must mark (3)

Section 7(D)

- Must mark (1)

Section 7(H) - Must be \$0

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Section 8(A)

- If you are an agent submitting an offer for yourself or your LLC, or you are related to the buyer, you must fill this out

Section 8(A)

- Closing Dates

Cash/Hard Money - 14 days or less Conventional/FHA - 30 days VA/FHA 203K - 45 days or less USDA - 60 days or less

Section 10 (A):

- Select box next to upon closing and funding

Section 11 - Blank

Section 12(A)

- 1(B) - If buyer is requesting closing costs, put the amount buyer is requesting in the blank.

Section 21:

- Add all buyer's email addresses next to the email/fax line. Once the seller accepts the offer, contract documents will be emailed to your buyer(s) and you directly for signature.

Section 22:

- Select all applicable boxes

Broker Information Section:

Please ensure you fill in all lines on the Other Broker Firm side and the Listing Agent Side. Reference the image below for correct information for the Selling Agent.

Listing Broker Firm:	Walzel Properties
License No:	9004621
Listing Associate:	Jason Ward
License No:	683723
Listing Associate Email:	jasonward3922@gmail.com
Listing Associate Phone:	832-795-1080
Licensed Supervisor of Listing Associate:	Shelly Walzel
License No:	469868
Listing Broker Office Address:	15420 Ridge Park Dr Houston Tx 77095
Listing Broker Phone:	832-674-4960

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Broker Information Page (con't):

- Please reference the MLS and input the correct commission amount on the blank line.

Additional Information:

- If the buyer is purchasing the property with cash, proof of funds with the buyer's name(s) visible and dated within the last 30 days is required.

- If the buyer is an LLC, full LLC docs must be included with the offer

- Offers submitted sight unseen will not be reviewed or considered by the seller.

- Wholesale offers and contracts with and/or assigns verbiage will not be considered by the seller

To submit a complete offer, please be sure you have the following documents in ONE PDF:

1. TREC 1-4 with all required information as noted in this document
2. Any additional addendums - ie: HOA Addendum, Third Party Financing Addendum, etc.
3. Proof of Funds or Pre-Approval Letter with the buyer's name visible and dated within the last 30 days.

Hard Money

offers must have a pre-approval letter as well.

4. Buyer signed seller's disclosure

Once you have a complete offer, email all documents in ONE PDF to jasonward3922@gmail.com

If you have additional questions, please reach out to our @ jasonward3922@gmail.com

Thank you for submitting an offer!