

## Offer Submission Instructions 2024-2025

Please submit all offers to [lisa@lisaheald.com](mailto:lisa@lisaheald.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 and initial the seller's exclusion list provided online.
  - B. Please put "See attached seller's exclusion list" on page 1 of the contract. ( **if needed** )
  - C. Have the BUYER checkmark & sign lead based paint. ( **if needed** )
2. Please call the listing agent for title company information.
3. Completely fill out page 9 of the contract
  - A. Listing Broker Firm: UTR-Texas Realtors 17000 El Camino Real, Ste 107 Houston, TX 77058  
Broker Lic # 532902
  - B. Listing Associate's Name: Lisa Herald. License #: 464969. [lisa@lisaheald.com](mailto:lisa@lisaheald.com)
  - C. Licensed Supervisor of Listing Associate: Bill Havey Lic # 390387 [BillHavey@sbcglobal.net](mailto:BillHavey@sbcglobal.net)
4. **Earnest Money:** 1% or more of the sales price.
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.
7. **Third Party Financing Addendum or Cash**
  - A. Maximum of 21 day financing period to obtain "credit approval" if a 30 day closing. Fewer days much preferred
  - B. All applicable financing fields and boxes to be checked.
  - C. If cash, send POF with offer
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. **Additional Addenda Required if uploaded online:** Non-Realty Addendum, Flood Hazard, Disclosure Residential Service Agreement, Exclusion List
11. Please provide a pre-approval letter and/or proof of funds with your offer.
12. Please email all documentation in a PDF file format only to [Lisa@LisaHerald.com](mailto:Lisa@LisaHerald.com)

To expedite the offer process, follow these instructions closely. Should you have any questions in reference to your offer, please **text** 281-460-0063. Thanks for your interest and ***we look forward to working with you.***