



## ATTENTION AGENTS: Offer Instructions & Checklist

I appreciate your interest in the listed property! Please submit your offer by emailing it to [mtunc@kw.com](mailto:mtunc@kw.com). In order to expedite the review of your offer, please include the following documents, if applicable:

1. Completed Contract with all applicable Addenda - please insert NA or None in any blank fields. Any handwritten responses in the blank fields must be initialed by all parties.
2. Third Party Financing Addendum (TREC 40-9)
3. Earnest Money: Should be at least 1% of the sales price.
4. Pre-approval letter or proof of funds with the offer.
5. Section 6: Title Policy and Survey: Preference: 6A8i – “will not be amended or deleted from the title policy” If selected 6A8ii, expense of BUYER
6. Seller’s Disclosure Notice - initialed, signed, and dated (TXR 1406)
7. Seller Exclusions Addendum (if none, write none in Paragraph 2(D))
8. Notice of Seller items for Sale
9. Notice of Seller Negotiable items
10. Non-Realty Items Addendum (TXR 1924)
11. Addendum for Property Subject to Mandatory Membership in a Property Owners Association if applicable (TREC 36-8)
12. Any other addenda applicable to the transaction, including but not limited to: Addendum for Seller’s Disclosure of Information on Lead-Based Paint Addendum (TXR 1906), Addendum for Sale of Other Property by Buyer (TXR 1908), Short Sale Addendum (TREC 45-1) etc.
13. Water District Notice if applicable (HAR 400)
14. Any documents included in Paragraph 22 must be submitted with the offer.

### Listing Agent Info:

<u>Licensed Broker</u>	<u>License No.</u>	<u>Email</u>	<u>Phone</u>
Keller Williams Realty Metropolitan	460373	<a href="mailto:klrw80@kw.com">klrw80@kw.com</a>	713-621-8001
Lori Tillman (Licensed Supervisor)	403587	<a href="mailto:LoriTillman@kw.com">LoriTillman@kw.com</a>	713-621-8001
Mustafa Tunc (Sales Agent)	782127	<a href="mailto:mtunc@kw.com">mtunc@kw.com</a>	346-212-9394

**Address:** 5050 Westheimer STE 200, Houston TX. 77056

Please feel free to contact me if you have any questions. I appreciate your interest in my Listing and look forward to doing business with you and your Client.

Thank you!



346.212.9394 direct  
713.621.8001 office  
[mtunc@kw.com](mailto:mtunc@kw.com)

