

# Offer Instructions

25981 Deerbrook Dr, Splendora, TX 77372

GENERATED VIA  
**jointly**

**Draft, sign, and submit your offer here:** <https://joint.ly/hw62>

1. **Start the offer.** Follow the link above and select “Start Offer.”

The screenshot shows the 'Listing Portal by Jointly' interface. On the left, there's a sidebar with a 'Home' button. The main content area displays listing information: 'Listing Status: Active', '\$540,000', '3200 Greenfield Dr. Austin, TX 78723', and 'Single Family Home • MLS ID: 1847229'. A prominent purple 'START OFFER' button is visible. Below the text is a photo of a house. On the right, there's a table with tabs for 'INFORMATION', 'REMARKS', and 'DOCUMENTS (3)'. The 'INFORMATION' tab is active, showing details like 'General', 'Legal Description' (Lot 7, Block 2, Fair Grounds Annex), 'Source', 'Listing Details', 'Available Date' (2023-03-27), and 'Furnished' (No).

2. **Draft the offer.** Jointly will populate all the necessary promulgated forms for your offer. You can also add additional documents from the forms library or upload your own.

The screenshot shows a 'PROMULGATED BY THE TEXAS REAL ESTATE COMMISSION (TREC) ONE TO FOUR FAMILY RESIDENTIAL CONTRACT (RESALE)'. The date is 11-07-2022. The notice states 'NOTICE: Not For Use For Condominium Transactions'. The form is filled out with the following details:  
**1. PARTIES:** The parties to this contract are Stacy Rivera and Eddie Rivera (Seller) and Glen Montgomery and Suzanne Montgomery (Buyer).  
**2. PROPERTY:** The land, improvements and accessories are collectively referred to as the Property (Property).  
A. LAND: Lot 7 Block 2, Fair Grounds Annex Addition, City of Austin, County of Travis, Texas, known as 3200 Greenfield Dr Austin, TX 78723.

3. **E-sign and submit.** Once you're ready to send offer documents to your client for signature, click the “Assign” button and any completed documents will be sent to your client to sign. After your client signs, you'll have the option to submit the offer to the listing agent.

The screenshot shows a section of the contract titled 'C. NATURAL RESOURCE LEASES: "Natural Resource Lease" means an existing oil and gas, mineral, water, wind, or other natural resource lease affecting the Property to which Seller is a party.' There are two checkboxes:  
 (1) Seller has delivered to Buyer a copy of all the Natural Resource Leases.  
 (2) Seller has not delivered to Buyer a copy of all the Natural Resource Leases. Seller shall provide to Buyer a copy of all the Natural Resource Leases within 3 days after the Effective Date. Buyer may terminate the contract within \_\_\_ days after the date the Buyer receives all the Natural Resource Leases and the earnest money shall be refunded to Buyer.  
A blue box labeled 'INITIAL HERE' is placed over the word 'Leases' in the second checkbox. Below the text, it says 'Initialed for identification by Buyer SR and Seller' followed by blank lines for signatures and 'TREC NO. 20-17'.

4. **All done!** If you need help during the process, click the support icon in the bottom left hand sidebar of your deal, email [support@jointly.com](mailto:support@jointly.com), or call/text us at **(888) 880-4550**.

The screenshot shows the 'Internal Notes' section in the Jointly interface. On the left, there's a sidebar with a 'Profile' button and a 'Support' button (highlighted with a red box). The main content area has a header 'Internal Notes' with a plus icon. Below it, there's a text box with the instruction: 'Add a note or post an update. Notes can only be seen by you and members of your brokerage.'