

# Offer Submission Guideline

1. Complete contract offer executed by buyers with all fields complete (mark N/A or NONE), with all applicable Addendum, Notices and Disclosures (i.e. Third Party Financing Addendum, HOA Addendum, Non-Realty Addendum, Seller's Disclosure, Water District Notice, Disclosure of Relationship with Residential Service Company, Environmental Addendum, Intermediary Relationship Notice, etc.)

2. Seller Name(s): As shown on tax records or as specified in agents' comments per MLS.

3. Please CC ALL email communications, offer submissions, etc. to:

Email: [admin@lvregroup.com](mailto:admin@lvregroup.com) - if applicable also the co-agent

Office Phone: (936) 249-1476

4. Complete Page 9 with the following Broker/Agent information:

Listing Broker: EXP Realty LLC

License No. 603392

Address: 2600 South Shore Blvd. #300 League City, TX 77573

Supervisor: Karen Richards

License No. 050811

Listing Agent: Luke Volz

License No. 656050

Email: [luke@lvregroup.com](mailto:luke@lvregroup.com)

Cell: 936.235.1043

Team Name: Luke Volz Real Estate Group

5. Title Company Information (should seller consider paying for Owners Title Policy.) Please text (936) 249-1476 for preferred title company.

6. Submit proof of funds and or approval letter with all offers.

7. Please text and call the listing agent and co-agent (if applicable) advising of offer submission once you send the offer to ensure we receive.

Please don't hesitate to contact us directly with any questions you may have. Thank you for showing our listing and we look forward to working with you.

At your service,  
Luke Volz Real Estate Group at EXP Realty LLC