

## Offer Submission Instructions

Please submit all offers to [ariannaw@houseinhouston.com](mailto:ariannaw@houseinhouston.com) cc: [wangsassistant@gmail.com](mailto:wangsassistant@gmail.com) ; [wangsassistant3@gmail.com](mailto:wangsassistant3@gmail.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).
2. Please call the listing agent for the title company information.
3. Completely fill out page 9 of contract.
  - A. Listing Broker Firm:  
eXp Realty, LLC  
License #603392
  - B. Listing Associate's Name:  
Wenjie Wang  
License #: 0665169  
[ariannaw@houseinhouston.com](mailto:ariannaw@houseinhouston.com)
  - C. Licensed Supervisor of Listing Associate:  
Karen E. Richards  
Her License #: 508111
  - D. Listing Broker's Office Address:  
One Riverway,, Ste. 1700  
Houston, TX 77056  
Phone number: 888-519-7431
4. Earnest Money must be at least 1% of the sales price.
5. If 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. Third Party Financing Addendum:
  - A. Maximum of 21-day financing fields and boxes to be checked.
7. HOA addendum – Please only sign the addendum provided online if applicable.
8. Signed seller's disclosure along with all other appropriate addenda provided online.
9. Non-Realty Addendum-if applicable.
10. When including a seller lease back, please include this verbiage in special provisions: "Buyer will hold security deposit check until property is vacated, and buyer completes final lease walk through."
11. Please email all documents in a PDF file format only.