

# Offer Instructions

Please contact Agent for Title Information  
**Shelly Marnock**  
469-556-4250

Lic#652871

Licensed Supervisor: Stacy Mathews/Lic #297864

Agents, please provide the following documents with offer:

1. Conditional Pre-Approval Letter, or proof of funds for cash offers.
2. Please sign all uploaded documents in MLS and submit with offer.
3. Submit a completed signed addendum Home Owner Association (if applicable). Check uploaded documents.
4. Submit a complete Water district addendum (if applicable) check uploaded documents.
5. Remember to fill out Notice on page 7, address, and email.
6. Fill out page 9 with listing Agent information.

Thank you !!!

Listing Broker Information:  
Berkshire Hathaway Home Services Premier Properties  
23541 Westheimer Pkwy #200  
Katy, TX 77494

