

Offer Instructions

1. Please submit offer to tdcnguyen@yahoo.com. To expedite the review process, please make sure all documents and addenda are included as applicable.
2. All offers must be accompanied by a pre-qualification letter or proof of fund. The lender pre-approval letter must include the mailing address for the loan company, the loan officer's direct phone and email address.
3. Earnest Money must be at least 1% of the sales price. Option fee is \$50/day minimum and option period must end on a weekday.
4. If a survey is loaded to the listing, check #1 on page 3, part C of the contract. Please check "Buyer's Expenses" if the existing survey or affidavit is not acceptable to Title Company or Buyer's Lender. If a survey is not loaded, the seller does not have a survey so please check box #2.
5. Please include Non-Realty Addendum if applicable.
6. Please sign the HOA addendum provided online. If one is not provided, please include one with your offer, if applicable.
7. Please completely fill out page 10 of the contract (Broker Information).
 - a. Listing Broker Firm: eXp Realty LLC, License #603392
 - b. Listing Broker's Supervisor Name: Karen E. Richards, License #508111
 - c. Listing Broker's Address: One Riverway, Ste 1700. Houston, Texas 77056.
 - d. Broker's Phone Number: (888)519-7431
 - e. Listing Agent: Trung Nguyen, License #753382
 - f. Listing Agent Phone Number: (713)539-9368
8. Title Company Information. Great American Title Company. 26113 Oak Ridge Drive. Suite D. The Woodlands, Texas 77380.
 - a. Branch Manager/Escrow Agent: Rebecca Carnicle
 - b. Office Phone Number: (281)771-3600
 - c. Direct: (281)771-3605
 - d. Email: rcarnicle@greatamttitle.com

Thank you for your offer and we look forward to working with you!