

Chris Cantele
RE/MAX Signature
(281) 413-3207
chris.cantele@ccantele.com



RE/MAX

INSTRUCTIONS FOR SUBMITTING AN OFFER

Thank you for your interest in our listing! If you have any questions, please call **281-413-3207**

Please review these instructions with your buyer.

Please be sure to include the following with the offer to purchase:

- **Additional Property Information** is located in the MLS document section and is a REQUIRED document that must be initialed by the buyer and submitted with any offer.
- Conditional Pre-Approval Letter or "Proof of Funds" for cash offers must accompany offer.
- LENDER LETTER MUST INCLUDE: Mailing address, Email address and Phone number of the lender.
- One to Four Family -TAR Residential Contract. **Please check MLS for any Exclusions.**
- Third Party Financing Condition Addendum (if applicable)
- Compensation Agreement between Brokers (form 2402). If the Listing Broker is paying the Buyer's broker, do not use paragraph 12(A)(1)(b). Paragraph 12(A)(1)(b) is only for situations where the seller is paying the buyer's agent directly.
- Water District Notice (MUD) (if applicable)
- Addendum for Home Owners Association (if applicable)
- Non-Realty Items Addendum (if applicable)
- Seller's Disclosure signed by buyer. Check Docs in MLS for Sellers Disclosure
- Supplemental Seller's Disclosure signed by buyer (RE/MAX Westside requirement) Please check MLS Docs section for download.
- Lead Based Paint Disclosure (if applicable)
- Copy of earnest money check
- Copy of termination option fee check (if applicable)

Page 9 with Listing Agent Information:

RE/MAX Signature - Broker License #9003718
Listing Agent - Chris Cantele – License #632947
Licensed Supervisor, Roxanna Gross– License #5828453
840 Gessner Rd. #150 Houston, TX 77024
Listing Agent – Ph: (281)413-3207 Fax: (866) 713-7120
chris.cantele@ccantele.com

BUYER AGENTS, PLEASE NOTE:

- Earnest money and option fee must be delivered to RE/MAX Signature Or Title Company prior to scheduling inspections.
- **Please do not send copies of any Inspection Reports unless requested to by Seller or Listing Agent.**
- **Seller will not furnish a survey, buyer will need to purchase a new survey.**
- Please make Buyers aware that seller will NOT release keys to buyer until funding occurs and has been confirmed by Title Company.