



Offer Submission Guidelines

1. Complete contract offer signed by buyer(s) with all fields complete (mark N/A or None on blank items) with applicable addendums, notices, and disclosures:

- a. Third Party Financing addendum (If Applicable)
- b. HOA addendum (If Applicable)
- c. Non-Realty Items Addendum (If Applicable - If buyer requests non-realty items, include a Non-Realty Addendum, even when items are listed on MLS)
- d. Buyer Signed Sellers Disclosure and other addendums attached to the MLS listing
- e. Water District Notice (If Applicable)
- f. Disclosure with Residential Service Company (If Applicable)
- g. On the One to Four Sales Contract: Please fill out page 8 (Section 21. NOTICES) with buyer's information – this is for title company purposes
- H. all attached documents on MLS

2. Property Survey: Please check #2 (Buyer will purchase) under the survey section.

3. Seller: **Randy Nelson** **Address:** **22715 Spatswood Ln Katy, TX 77449**

4. Complete Page 9 with the following broker/agent information:

BROKER: Keller Williams Realty

LICENSE: 9004054-BB

LISTING AGENT: Tikila Adolph

LICENSE: 535783-BA

TEAM NAME: THE ADOLPH GROUP

LISTING AGENT EMAIL: Buyadolph@gmail.com

PHONE: 281-608-8860

SUPERVISOR: Niky Barker

LICENSE: 706537-SA

ADDRESS: 920 S Fry Rd, Katy, TX 77450

PHONE: 281-599-7600

6. Title Company information: If the seller is paying for the owner's title policy, please text the listing agent for title information. *Text **281-608-8860**, **713-628-8789** or **346-520-7869** to request title company information. Please include address and the Buyer's agent name.

7. Please submit a pre-approval letter and/or proof of funds with offer.

8. Earnest Money (at least 1% of final sales price) and Option Fee to be delivered to the title company. Option fee \$25 per day max 10 days.

9. Submit offer to Tikila Adolph, Thi Tong & David Valencia via email - buyadolph@gmail.com, thilytong@gmail.com and Davidvtx@kw.com. please place the property address on the subject line and send text to **713-628-8789** and **346-520-7869** once emailed.