



## 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:** Benjamin Urbina **Address:** 2111 Hickory Ln Pasadena, TX 77502

**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 7 days.

9. Submit offer to Tikila Adolph, Thi Tong & David Valencia via email - [buyadolph@gmail.com](mailto:buyadolph@gmail.com), [thilytong@gmail.com](mailto:thilytong@gmail.com) and [Davidvtx@kw.com](mailto: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.