



Thank you for showing my listing! I look forward to working with you.

Offer Suggestions and Required Documents:

Direct all questions in regard to the listing or offers to susanlutz@elitecoastalrealtygroup.com or text or call **409-307-1830**.

Please submit all offers in writing with a pre-approval letter or proof of funds. Text notification to **409-307-1830** that offer has been emailed.

NEW CONSTRUCTION

Email intent to purchase with details of offer. If accepted, a contract will be written by the Builder.

RESALE

1. **Sellers Names:** This can be located via Realist by clicking on the Tax Acc# on the listing or visiting County Appraisal District online.
2. **Title Co: If Seller is to pay title policy,** contact Susan Lutz via text/call for preferred company.
3. **Required Addendum(s):** See listing attachments for any special Addendums. For Galveston; Coastal Area Addendum and Intracoastal Waterway Addendum are required. These addendums(s) are provided for you in the attachments to the listing.
4. **Non-Realty:** Please do not list non-realty as exclusions on the contract. Instead, please use the Non-Realty addendum included in the listing attachments. This DOES NOT NEED TO BE LISTED AS AN ADDENDUM TO THE CONTRACT.
6. **Notices :** Please see listing attachments for any special notices including but not limited to the **Special Flood Hazard Notice** – This notice is required with all offers and must be signed by the buyer. Please DO NOT list as an addendum to the contract, it is a notice.
7. **Listing Broker Information** – Please submit offer with the Broker Information fully completed.

UNITED Real Estate, Lic #9001035 caroldrake@uniterealestate.com 713-965-7165

Carol Drake, Broker, Lic #468475 caroldrake@uniterealestate.com 713-965-7165

Amy Skinner, Supervisor, Lic #535396 amyskinner@unitedrealestate.com 713-965-7165

Susan Lutz, Listing Associate, Lic #447087 susanlutz@elitecoastalrealtygroup.com 409-307-1830

TEAM NAME: Elite Coastal Realty Group (to be included on Broker information)

9. **Lenders** – We have a list of those with a proven history of providing loans in the area.

UNITED Main Corporate Office:

3131 Briarpark Dr Ste 125 Houston, TX 77042

Susan Lutz's Local Office:

6615 Stewart Rd Ste 111 Galveston, TX 77551

Use Broker's Houston Address on Contracts