

Offer Instructions

2607 Enclave At Shady Acres Ct, Houston, TX 77008

GENERATED VIA
jointly

Draft, sign, and submit your offer here: <https://joint.ly/2a5d>

1. **Start the offer.** Follow the link above and select “Start Offer.”

The screenshot shows the 'Listing Portal by Jointly' interface. On the left, there's a sidebar with a 'Home' button. The main content area displays listing information: 'Listing Status: Active', '\$540,000', '3200 Greenfield Dr. Austin, TX 78723', and 'Single Family Home • MLS ID: 1847229'. A prominent purple 'START OFFER' button is visible. Below the text is a photo of a house. To the right, there's a table with columns 'INFORMATION', 'REMARKS', and 'DOCUMENTS (3)'. The 'INFORMATION' column lists 'General', 'Legal Description' (Lot 7, Block 2, Fair Grounds Annex), 'Source', 'Listing Details', 'Available Date' (2023-03-27), and 'Furnished' (No).

2. **Draft the offer.** Jointly will populate all the necessary promulgated forms for your offer. You can also add additional documents from the forms library or upload your own.

The screenshot shows a promulgated contract form from the Texas Real Estate Commission (TREC). The title is 'ONE TO FOUR FAMILY RESIDENTIAL CONTRACT (RESALE)'. It includes a notice: 'NOTICE: Not For Use For Condominium Transactions'. The form is dated 11-07-2022. The 'PARTIES' section lists 'Stacy Rivera and Eddie Rivera' as the Seller and 'Glen Montgomery and Suzanne Montgomery' as the Buyer. The 'PROPERTY' section describes the land as 'Lot 7, Block 2, Fair Grounds Annex' in 'Austin, Texas'. There are fields for 'Addition, City of' (Austin) and 'County of' (Travis). The address is '3200 Greenfield Dr Austin, TX 78723'. There are also fields for 'Initials' and 'Date'.

3. **E-sign and submit.** Once you're ready to send offer documents to your client for signature, click the “Assign” button and any completed documents will be sent to your client to sign. After your client signs, you'll have the option to submit the offer to the listing agent.

The screenshot shows a section of the contract form titled 'C. NATURAL RESOURCE LEASES: "Natural Resource Lease" means an existing oil and gas, mineral, water, wind, or other natural resource lease affecting the Property to which Seller is a party.' There are two checkboxes: (1) 'Seller has delivered to Buyer a copy of all the Natural Resource Leases.' and (2) 'Seller has not delivered to Buyer a copy of all the Natural Resource Leases. Seller shall provide to Buyer a copy of all the Natural Resource Leases within 3 days after the Effective Date. Buyer may terminate the contract within ___ days after the date the Buyer receives all the Natural Resource Leases and the earnest money shall be refunded to Buyer.' A blue box highlights the word 'INITIAL HERE' in the second checkbox. Below the checkboxes, there are fields for 'Initialed for identification by Buyer' (with initials 'SR') and 'Seller', and a 'TREC NO. 20-17' field.

4. **All done!** If you need help during the process, click the support icon in the bottom left hand sidebar of your deal, email support@jointly.com, or call/text us at **(888) 880-4550**.

The screenshot shows the 'Internal Notes' section in the Jointly interface. On the left, there's a sidebar with a 'Profile' button and a 'Support' button (highlighted with a red box). The main content area is titled 'Internal Notes' and contains the text: 'Add a note or post an update. Notes can only be seen by you and members of your brokerage.' There's a plus sign icon in the top right corner of the notes area.