

## OFFER SUBMISSION INSTRUCTIONS

Submit the contract and all supporting documents as one complete PDF package to: [support@belainerealty.com](mailto:support@belainerealty.com)

Please review the following items before submitting an offer. Incomplete packages may delay review.

REQUIRED OFFER PACKAGE	CONTRACT COMPLETION REMINDERS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Signed 1-4 Family Residential Contract in PDF format</li> <li><input type="checkbox"/> Third Party Financing Addendum, lender pre-approval letter, or proof of funds</li> <li><input type="checkbox"/> Seller's Disclosure Notice, provided in MLS attachments</li> <li><input type="checkbox"/> Addendum for Property Subject to Mandatory Membership in a Property Owners Association, provided in MLS attachment</li> <li><input type="checkbox"/> Non-Realty Items Addendum, if applicable</li> <li><input type="checkbox"/> Any MLS-required attachments or additional addenda, as applicable</li> <li><input type="checkbox"/> Buyer signatures on all applicable addenda included in the package</li> </ul>	<p><b>Section 5   Earnest Money</b> Earnest money should be at least <b>1% of the contract sales price</b>.</p> <p><b>Section 5   Termination Option</b> The option period must be <b>no longer than 10 days</b> and end on a weekday.</p> <p><b>Preferred Title Company</b> Call the listing agent or refer to the agent notes in ShowingSmart.</p> <p><b>Section 6   Title Policy and Survey</b> If a survey is included in MLS attachments, select Item C, Box 1. If no survey is included, select Item C, Box 2.</p> <p><b>Section 12   Settlement &amp; Expenses</b> If applicable, complete Section 12.A.(1)(b), instead of Form 2402.</p>

PAGE 10   BROKER INFORMATION			
Listing Broker Firm	<b>B Elaine Realty</b>	License No.	<b>610098</b>
Represents	<b>Seller only as Seller's agent</b>		
Listing Associate	<b>Bridget E. Ross</b>	License No.	<b>610098</b>
Email / Phone	<b>support@belainerealty.com</b>	Phone	<b>832-244-4405</b>
<b>Broker Office Address:</b> 6340 N. Eldridge Pkwy, #143, Houston, TX 77041   Office: 713-240-4454			

**Submission Note:** This sheet is intended to help buyer agents submit a complete offer package. The buyer's agent remains responsible for confirming that all contract forms, dates, signatures, addenda, and supporting documentation are complete and accurate before submission.