OFFER INSTRUCTIONS

Thank you for submitting an offer on our listing! Below are important details to help ensure your offer is complete and processed quickly.

■ Submit All Offers To:

- Cyndi Kornegay – cyndi@kornegayteam.com
- CKT Admin – cktadmin@kornegayteam.com

■ Required Documents:

- Please use all MLS attachments.
- A survey will be uploaded if the seller has an existing one.
- If no survey exists, buyer to purchase a new survey.
- Pre-approval letter with buyer's name or verification of funds for cash offers is required with submission.

■ Earnest Money:

- Earnest money to be 1% of the sales price.

■ Title Company:

- Please contact Cyndi for our preferred title company.

■ HOA:

- Buyer to pay the Statement of Account as noted in the HOA Addendum.

■ Pg 9 Information:

- Listing Broker: Keller Williams Premier
- Address: 22762 Westheimer Parkway, STE 420, Katy, TX 77450
- Office Phone: 281-220-2100
- Broker License #: 414770
- Supervising Broker: Karen Clements – License #562852
- Listing Agent: Cyndi Kornegay – License #488294
- Email: cyndi@kornegayteam.com
- Phone: 713-898-9722