Graebel Relocation Offer Instructions

Thank you in advance for your offer on our listing. In order to make this process as smooth as possible,please follow the instructions below for presenting an offer. If you have any questions, please feel free to reach out to me.

1) Seller Name: Graebel Relocation Services Worldwide, Inc.

2) Paragraph 5 - Earnest Money is to be 1% of Sales Price. There is no Termination Period. Place "N/A" in both boxes. Buyer is given an Inspection Period (please refer to the Graebel Rider Paragraph 4 for inspections, repairs, etc).

3) Paragraph 5 - Closing Agent:

* The closing of the sale of the Property shall be facilitated on behalf of the seller through the closing agent stated in Rider on Page 3 of 12 in the highlighted section entitled "Closing Information". Please insert this information into Paragraph 5 of the TREC promulgated contract

4) Paragraph 6C(2) must be checked. The Seller does not have a survey to convey

5) If requesting Seller Paid BAC insert in to Paragraph 12(A(1)(b)

6) Paragraph 11 - Graebel Rider ***must*** be incorporated by reference as a part of the purchase agreement. The following language is required in Special Provisions:

"The Rider to Purchase Agreement is attached to and herein made a part of this contract."

7) Paragraph 22 - In addition to all Addenda of the contract please check "Other" and add "Graebel Rider to Purchase Agreement"

In addition to above contract requirements, please see the important information below

* Graebel requires 1-3 Business Days for review and execution of final accepted offer

* Each page of the Rider, all disclosures, & inspections (if applicable) provided with the Rider must be initialed and/or signed by the buyer. You will see a stamp indicating initials.

* Offer must include a pre-qualification letter from Buyer's lender clearly stating credit, income & assets have been verified or Proof of Funds provided if cash sale.
* If the buyer currently owns a home, the lender letter must state that the buyer does not need to sell the home at current address in order to purchase subject property.

* Submitting an Offer: Please use the following checklist to ensure all required sale documents are included:

- Completed Buyer & Offer Information Sheet
- The Rider with all attachments (disclosures, inspection reports, etc.) executed by the buyer accordingly.
- **Copy of the buyer's earnest money check or deposit receipt**
- Buyers Pre-Approval with Lender's contact information or Proof of Funds

Broker Information for Page 10 of Contract

Broker: Berkshire Hathaway HS Karapasha Realty - License#9001775
Licensed Supervisor: Karen Karapasha - License#418581
Listing Agent: Sarah O'Shields - License#609462 Sarah@OShieldsRealty.com
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Phone 281-599-6590 **Fax** 281-886-0567

Thank you again for your clients interest & your hard work on putting together a complete offer package. We are always willing to help where needed, so please do let us know if there are any questions.

I look forward to doing business with you!
Kindest Regards,

Sarah O'Shields