



MARIN REALTY & Property Management Group

OFFER INSTRUCTIONS

Before sending an offer, please call /text me at 210.219.0509 or email jmarin@kw.com ; marinrealtytc@gmail.com to be sure that this property is still available. It is our policy to inform any potential Buyers of other offers, either expected or in negotiation. ***If your offer is received Friday evening or on a Holiday, please be advised you may not receive a response until the following business day.***

Associated Documents should include any disclosures that you may require. Please call me if something is missing or if you have any questions.

Title Company Information:

Chicago Title: 15727 Anthem Parkway, Suite #210 San Antonio, TX. 78249

Escrow Office : Claudia Ramirez (210) 482-3600 / claudia.ramirez@ctt.com

Email all offers to Jaime Marin at jmarin@kw.com ; marinrealtytc@gmail.com , please include the following:

- Pre Approval Letter with Loan Officer contact information and authorization to discuss the buyer's status and ability to close by the proposed closing date. Or POF if the offer is cash.
- Suggested Earnest Money to be 1% of the offer price.
- Suggested Option Money \$10 a day.
- **Complete Page 10 Broker Information:**
 - Listing Broker: Keller Williams Heritage / LIC# 434367
 - Listing Associate: Jaime Marin / LIC# 562960 / jmarin@kw.com / (210) 219-0509
 - Team Name: Marin Realty & Prop. Mgmt. Group
 - Licensed Supervisor: Garret Brandt / LIC# 742614
 - Listing Office Address: 1717 N. Loop 1604 E. San Antonio, TX. 78232 / (210) 493-3030
- Signed Sellers Disclosure Notice
- All necessary Addendums "if applicable", such as Third Party Financing, Lead Based Paint (signed by Buyer and Agent), Non- Realty Item, Seller Financing, etc.

It is our policy to only present offers that are complete and include these documents. Call me directly if any deviation from this procedure is being requested. It is our desire to present all offers as soon as possible and we will notify you of the timeline once all documentation is received. In case of multiple offers, we present all offers at the same time and the Seller determines how to respond. Our goal is to be fair to all parties.

Thank you so much for inquiring about my listing! I look forward to doing business with you!