KELLY BARTA
REAL ESTATE

PHYLLIS BROWNING CO.
REAL ESTATE

Offer Instructions – Please Read Carefully

Submission Guidelines for Buyers Agents

To submit an offer, please email· kbarta@phyllisbrowning.com
Please cc my TC on all offers and correspondence at· kristina@rise-tm.com
Subject line· Offer – [Property Address] – [Buyer's Last Name]

Seller's Names· Noah Almanza & Stephanie Randolph

All offer **MUST** be accompanied with a pre-qualification or pre-approval letter from the lender or bank, if financing. If your offer is not contingent on financing and is intended to be a cash offer, please include a letter from your bank as proof of funds. This letter should include the banker's name and contact information and state that they have reviewed assets and income. Screenshots of bank accounts will not be accepted. I will be contacting your buyer's lender or banker by phone to verify information. Thank you and I look forward to the opportunity to work with you.

Preferred Escrow Officer· University Title - Stephanie Wright
Email: swright@utitle.com
Phone: 210-436-1099
17346 La Cantera Pkwy Ste 101, San Antonio, TX 78256

Ensure HOA addendum is attached if the property is in a mandatory HOA and **allow 21 days** for HOA docs to be delivered.

Please ensure page 11 of the Contract is filled out with the following information:

- Listing Broker Firm: Phyllis Browning Company
- Listing Broker's Office Address: 6061 Broadway, San Antonio, TX 78209
- Associates Name: Kelly Barta
- Associates Email: kbarta@phyllisbrowning.com
- Associates Phone Number: 210-709-1175 Associates License No. 816329
- Licensed Supervisor of Associate: Greg Jones
- Phone number of Licensed Supervisor: 210-824-7878 License No. 589551

*** * If your offer is accepted * *** We will send you and the title company an email with the executed contract

- Incomplete submissions may be returned for completion.
- **Please text Kelly at 210-709-1175 once your offer has been sent.**
- Email is preferred for all formal communications and offer tracking.