FORWARD
REAL ESTATE

# OFFER INSTRUCTIONS

**Please review the following instructions to assist in sending a complete offer:**

1. Email all offers to: tiffany@forwardrealestate.com and text (210) 966-8386 to confirm the offer has been received.
2. Include Pre-Approval letter and/or proof of funds, if cash.
3. Suggested Earnest Money is **1%** of sales price
4. Have your client initial and sign **ALL** disclosure docs in MLS, if applicable.
5. Please ensure that all documents are PDF files.

**Please use the following Title Company:**

| | |
|---|---|
| Company: | **Chicago Title** |
| Escrow Officer: | **Ashley Stephens** |
| Address: | **270 N. Loop 1604 East, Suite 100 San Antonio, Texas 78232** |
| Phone: | **210.482.3504** |
| Email: | **ashley.stephens@ctt.com** |

**Please fill out page 10 of contract with the following information:**

| | |
|---|---|
| Listing Broker Firm: | **REAL Broker LLC (License No. 9003138)** |
| Listing Agent: | **Tiffany Stevens (License No. 544138) / Phone No. 210.438.1114** |
| Licensed Supervisor: | **Michael Yarrito (License No. 491108)** |
| Broker Address: | **2626 Cole Ave #300 Dallas, TX 75204** |

***Please call/text listing coordinator with any questions (210) 966-8386***