AGENT OFFER INSTRUCTIONS

AGENT'S OFFICE INFORMATION

(please make sure all of this is filled out on page 10 of the contract)!

Keller Williams Heritage, 1717 N Loop 1604 East, San Antonio, TX 78232, Broker License #**434367**.

Cathleen Heshmat, TREC License #**516709**, 210-336-3669, Listing Agent, TEAM: The Heshmat Team

Licensed Supervisor: Garret S Brandt (210) 493-3030, TREC License #**742614**

PREFERRED CLOSER FOR THIS TRANSACTION

Independence Title, Sonia Turnage, Escrow Office, 18615 Tuscany Stone, Suite 150, San Antonio, TX 78258, 210-237-4640, sturnage@independencetitle.com

SUBMITTING AN OFFER

Call/text Cathy at 210-336-3669 and let her know the offer is on its way.

Email the offer to: cathy@cathyheshmat.com

1. Our office hours are 8:30am to 5:30pm Monday through Friday. Offers and calls outside of business hours will be addressed as soon as possible.
2. Buyer information in paragraph #21 **must** be completed.
3. Please have your buyers thoroughly read through the contract, addenda and disclosures. Please initial and sign where needed, and double check to verify all initials and signatures have been done.
4. Please ensure that the HOA addendum is attached if the property is in mandatory HOA and allow at least 20 days for delivery for HOA docs. The buyer will pay for the resale certificate.
5. Earnest money is 1% -5% of sales price, if possible.
6. Please send buyers mortgage pre-approval letter or Proof of Funds along with offer.
7. Please attach lease back for the seller, if applicable.
8. Submit all offers! We want to work with you and will present all offers.
9. When reasonable, please strive to have the option period end during the week so we are not faced with last minute issues over the weekend. Please make sure that you do not exceed more than 10 days. No option period that end days on a Sunday or Federal Holiday will be accepted.

Thank you, I look forward to working with you!



Cathy Heshmat - 210-336-3669