OFFER INSTRUCTIONS

Please email the offer to suzanne@suzannekuntz.com.
Call or text **Suzanne at 210.861.2920** to ensure the offer was received.
Include **Mindi Masten, Transaction Coordinator** on **ALL** communications **Mindi@SuzanneKuntz.com**

Please include the following when submitting an offer:
1% Earnest Money
Signed Seller's Disclosure
Pre-Approval Letter with contact information for Loan Officer
All necessary Addendums

Complete page 9 of the contact with the following information:

Listing Broker Firm: **Keller Williams Realty Heritage ~ 434367**
Listing Associate's Name: **Suzanne Kuntz ~ 626353**
Listing Associate's Email & Phone: **suzanne@suzannekuntz.com 210.861.2920**
Licensed Supervisor of Listing Associate: **Garret S. Brandt ~ 742614**
Listing Broker's Office Address: **453 W. San Antonio Street, New Braunfels, TX 78130**

Preferred Title Company and Escrow Officer:

Chicago Title Company
Ashley Stephens
Address: 270 North Loop 1604 East, Suite 100 San Antonio, TX 78232
Phone: 210-482-3504
Email: ashley.stpehens@ctt.com
Please note that if this property is in New Braunfels, Ashley will close in the New Braunfels Office, for contract purposes, the San Antonio office should be used.

Additional Information in the MLS should include any disclosures that you may require.

Thank you and I am looking forward to working with you!

Suzanne Kuntz