Working with a Trey Group Listing—

Thank you for your interest in our listing. For your client's offer to be considered for negotiations, please be sure the following items are taken care of:

- Every offer **must** be accompanied by a valid pre-qualification letter or proof of funds (dated within the last 60 days).
- Every line of the One to Four Residential Contract must be filled out without any blanks.
    - Please be sure to use tax records and/ or agent remarks for the seller's name and for any exclusions.
    - 1% Earnest Money is suggested.
    - Paragraph 6C should be no less than 21 days, if applicable.
    - No less than 21 days in the HOA addendum, if applicable.
    - Be sure that Paragraph 21 is filled out with your buyer's information and seller's names.
    - Option Money should be at least $10/day.
- If a Third Party Financing Addendum is applicable, please be sure it matches what is listed in Paragraph 3 of the One to Four Residential Contract.
- Any other addendums/ disclosures: TXR 20406, TXR 2402, None- Realty, HOA, Seller's Disclosure, etc. must be fully completed, signed, and submitted with the original offer.

Title Information (use this for Paragraph 5 of the One to Four Residential Contract) –

UNIVERSITY TITLE COMPANY | Brooklyn CMerek | Bcmerek.utitle.com
17346 La Cantera Pkwy, Ste 101 | San Antonio, TX 78256
210- 436-1099 (office)

Broker Information –

Listing broker firm: eXp Realty, LLC Broker license #: 603392

Listing Associate: The Trey Group | JJ Gorena Listing agent license #: 522975
Licensed Supervisor of Associate: Karen E. Richards Licensed supervisor license #: 508111

Office Address: 17806 IH 10, Ste. 300, San Antonio, TX 78257
Phone #: 888-519-7431
Email: Homes@TheTreyGroup.com

Any offers that deviate from the above information (without prior notice or explanation) will be sent back to be corrected. If any other offers come in during the time you are correcting your offer, you may lose your "space in line."

Please see page 2 for instructions on how to submit your offer.

Submitting Your Offer—

Once your offer is complete and you're ready to send it to us, please follow these instructions:

1. Email the offer to Homes@TheTreyGroup.com (be sure all necessary documents are attached, especially the Pre-Qualification letter).
2. If during business hours (8 AM- 5 PM), please call our office (888-519-7431) to make sure we have received your offer.
3. If not during business hours, please text JJ Gorena (210-367-6024) and let him know that your offer has been sent.
4. Any offers received after 5 pm on Friday, will be responded to the next business day.

Other Information—

In the event of a multiple-offer situation, all parties will be notified and asked to submit their highest and best offer to present to our seller.

We kindly ask that you provide us with your client's loan officer's information such as their name, cell phone number, office number, and Mortgage Company.

Once a contract is executed, all communication from the contract to close should be addressed to our contract coordinator, Bianca Burgos. You can reach Bianca at (469) 290-4534, Monday through Friday, 8 AM- 5 PM for any and all communication.

We appreciate and consider any offer that you submit and look forward to working with you!