



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: **Stephanie Williams ~ 601297**

Listing Broker's Office Address: **453 W. San Antonio Street, New Braunfels, TX 78130**

Preferred Title Company and Escrow Officer:

Independence Title Company, Alamo Heights

Veronica Longoria

Address: 300 Austin Highway, Suite 200, San Antonio, TX 78209

Phone: 210-237-4660

Email: vlongoria@independencetitle.com

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