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:

Alamo Title Company,Lincoln Heights
Steve Aycock
Address: 950 East Basse Road, San Antonio, TX 78209
Phone: 210-824-0264
Email:steve.aycock@alamotitle.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