Offer Instructions

David Kauffman * 210.254.2610 * davidkauffman@kw.com

1. **Please include a lender Pre-Approval Letter or Proof of Funds with your offer.**

2. **Any Disclosures or pertinent Addenda can be found in Associated Docs in MLS. Be sure to have your buyer review, initial and sign in the designated areas & attach with your offer.**

3. **Please fill in Paragraph 21 and provide a buyer email.**

4. **If home is located in Property Owners Association, please allow 20 days for the Resale Certificate delivery. POA documents will be ordered once the option period has expired.**

5. **Please email offers to David Kauffman, davidkauffman@kw.com and andrea@primecoordinating.com**

6. **Broker/Agent Information for Page 9:**

   - **Keller Willis San Antonio Inc License# 547594**

   - **Broker Name: Keller Williams City View, 210-696-9996**

   - **Licensed Supervisor: Heather Elizondo, 0680541, heatherelizondo@kw.com**

   - **Agent: David Kauffman, 210-254-2610, License 654998, davidkauffman@kw.com**

   - **Address: 15510 Vance Jackson Rd Suite 101 Fax: 210-696-9981 San Antonio, TX 78249**

7. **Title Company Information: Independence Title, 300 Austin Hwy Suite 200 San Antonio, TX 78209, 210-237-4660, Escrow Officer: Laurel Stuckey, teamstuckey@independencetitle.com**