



Agent Offer Instructions for Steps Realty, LLC

Agent Office Information

Please make sure that all of this is filled out on page 9 of the contract

Email all offers/questions to chris@stepsrealtyteam.com

****IN SUBJECT LINE, PLEASE TYPE “(PROPERTY ADDRESS) OFFER” ****

LISTING AGENT

Name: Chris Sandahl

License #: 556196

Email: chris@stepsrealtyteam.com

Phone #: 210-632-1661

BROKER INFO

Name: Steps Realty, LLC

License #: 9003822

Supervisor: Chris Sandahl

Address: 1607 Spur St., New Braunfels, TX 78130

PREFERRED CLOSER

Name: Providence Title (Dinah Heilmann)

Address: 3900 FM 3009 Ste. 105, Schertz, TX 78154

Number: 210-447-3750

Email: dheilmann@protitltx.com

Survey

If there is not a survey in associated docs, we likely do not have one.

How to submit an offer:

1. Offers and calls for listings will be addressed by the listing agent. Our office hours are 9am – 4pm Monday thru Friday. We are also closed on some holidays. Please direct all communication to the listing agent for this listing.
2. You may find disclosures or addendums such as Seller's Disclosure, Survey, Lead Base Paint Addendum, and all related addenda's in associated docs. All available disclosures in associated docs must be submitted with offer. If any other disclosures are available, they will be sent prior to offer acceptance.
3. Buyer information must be completed in PARA 21. If there is a reason why it cannot be provided, please add your information in care of.
4. The HOA Docs Delivery days need to be notated 10 business days AFTER the option period. Please ensure there are calculated accurately on the HOA addendum.
5. Suggested earnest money is 1% of the sales price.
6. Please send buyers mortgage pre-approval letter or proof of funds and contact information for lender.
7. Submit all offers! We want to work with you and will present all offers!

Thank you and we look forward to working with you and your client!