OFFER INSTRUCTIONS

17238 Eldon Rock | San Antonio, Texas 78247

Submit offers by email to **bwicker@phyllisbrowning.com** and text Bertha Wicker at **(210) 727-8538** when sent.

BROKER INFORMATION

Listing Broker Firm	Phyllis Browning Company
Firm License Number	400203
Address	6061 Broadway, San Antonio, TX 78209
Office Phone	(210) 408-2500
Listing Associate	Bertha Wicker
Texas License Number	633220
Direct Phone	(210) 727-8538
Direct Email	bwicker@phyllisbrowning.com
Office Manager	Sandy Hoffman
Office Manager License Number	489168
Office Manager Email	shoffman@phyllisbrowning.com

PREFERRED TITLE COMPANY AND ESCROW OFFICER

Global American Title
14841 North Dallas Parkway
Dallas, TX 75254

OFFER REQUIREMENTS

1. **Seller:** Name **BGRS, LLC** as the Seller on the purchase contract.
2. **No T-47.** Buyer always pays for a new survey.
3. Reference the Rider/Addendum to the contract in Paragraph 22, “Other.” See page 2 for the documents to list.
4. **No option fee or option period.** Inspection rights are addressed in the SIRVA Rider.
5. Include a pre-approval letter with all required information verified. Please include the buyer's pre-qualification/pre-approval letter or proof of funds.
6. **Earnest money:** Make the check payable to the Seller's listing broker as stated in the SIRVA Rider. Escrow deposit is due within 24 hours of contract execution.
7. Initial all pages of every document, including disclosures and provided inspection reports.

Please contact Bertha Wicker with any questions. Thank you for your offer. We look forward to working with you!

CONTRACT PAGE 11 – PARAGRAPH 22

Additional documents to identify under “Other”

For the contract: On page 11, Paragraph 22, check “Other” and identify the applicable documents below.

	Rider to Sales Agreement
	SIRVA Seller’s Property Disclosure Statement and applicable local/state seller disclosures
	Notice of Affiliated Business Arrangements
	Indoor Air Quality Disclaimer
	SIRVA inspection reports, if provided
	Closing Agent Selection Agreement (CASA)

SIRVA administers the relocation process for BGRS, LLC.