



Guidelines for Writing Offers for the property at:

609 Hartwell Court, Altadena 91001

Please email offers to: elga.kazanci@compass.com & megan.ferrell@compass.com & include all requested forms in **ONE PDF**.

Document Name to be: **AGENT: Agent's Last Name BUYER: Buyer's Last Name – 609 Hartwell Court (OFFER)**

Seller: Lijun Ma and Quan Xin
2 APN #s: 5863-027-026

Listing Agents: Elga Kazanci, #02036704; Megan Spargo-Ferrell, #01705291

Listing Brokerage: Compass, #01991628

Contact Info: (818) 862-2512, elga.kazanci@compass.com, 680 E Colorado Blvd Suite 400, Pasadena, CA 91101

Seller Preferred Terms:

- **Earnest Money Deposit:** Minimum 3% by electronic funds transfer
- **Close of Escrow:** 30 days (or quicker if Buyer is able)
- **Escrow:** Chartwell Escrow – Vanessa Perez, each to pay their own fees
- **Title:** Lawyers Title – Cripps/Nyeholt
- **NHD Report:** Property I.D.
- **Home Warranty:** Buyer's choice
- **Inclusions:** Stove, Refrigerator, Washer, Dryer, Cooktop, Vent hood
- **Exclusions:** Staging furniture, including outdoor furniture

Please include the following with your offer and submit them together in ONE PDF:

1. Residential Purchase Agreement with all attached CAR forms (RPA) 12/25
2. Market Conditions Advisory (MCA)
3. Pre-Approval Letter (If Buyer is obtaining a loan)
4. Proof of Funds for ALL funds required to close escrow
5. Do NOT submit letters

Please contact our team with any questions:

Email elga.kazanci@compass.com AND megan.ferrell@compass.com

Agent and Broker make no claims as to the accuracy of any information provided. Buyer is advised to independently investigate all aspects of the property (including but not limited to, permits and uses, bed/bath counts, square footage, zoning, schools & their enrollment availability), and verify the accuracy of all information through personal inspection & with appropriate professionals to Buyer's satisfaction.

COMPASS

680 E Colorado Blvd Suite 400, Pasadena, CA 91101
Megan Spargo-Ferrell DRE# 01705291 - Compass DRE# 01991628