

# HELP US RESPOND QUICKLY TO YOUR OFFER!

## Offer Submission Instructions

Please submit offers to [DesireeKates@gmail.com](mailto:DesireeKates@gmail.com) with the **Property Address & your Clients Last Name in the subject line.** *i.e. 7000 Saranac Street, #44 – Jones Offer*

All documents should be submitted as **PDF attachments**. **\*\*Please DO NOT include links to Dropbox, Google Drive, DocuSign or any similar file sharing services. Files should be immediately accessible from the email message\*\***

### **Seller, Title and Escrow Services:**

**Seller is:** *Whitney Utt*

**Escrow to be:** *Corinthian Escrow – Roxanne Balone*

**Title to be:** *Corinthian Title – Kim Field*

**Pre-Approval / Proof of Funds:** ***Must*** be included with Offer

### **Other Terms:**

**Earnest Money Deposit:** Minimum of 2% of the purchase price. Deposited within 2 Bus. Days.

**Escrow Fees:** Buyer and Seller *“Each to pay their own fees”*

**NHD:** First American

**Please complete ALL Agent information on the RPA (use MLS Connect in ZipForms or Type in):**

Keller Williams Realty – San Diego North Inland – Broker DRE#: 01870514

Desiree M. Kates – CA DRE#: 01377429

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