

Offer Submission Checklist

Offers need to include the following in order to be presented to the seller for consideration:

- 1) Pre-approval letter or proof of funds
- 2) Complete contract and all necessary addenda and disclosures in one PDF

Information for the 1-4 Residential Contract:

- 1) Seller's name: Darla Melton and Jerry Melton, Jr.
- 2) If seller is to pay title, please contact Listing Agent for title company information
- 3) Earnest Money at least 1% of contract price
- 4) Par 6.C.2. Buyer has to get new survey
- 5) Par 21, type in both the listing agent and the buyer's agent's email address
- 6) Par 22, make sure addendums are marked
- 7) Listing Broker: Keller Williams Horizons/9015076
- 8) Brokerage Address: 4920 Seawall Blvd, Ste C, Galveston, TX 77550
- 9) Phone # is 409-216-1015
- 10) Listing Agent: Chantelle Cormier/760483
- 11) Listing Agent email: chantelle1968@gmail.com
- 12) Listing Agent phone #: 409-750-3544
- 13) Supervisor: Florencio Villalpando/0488752