



OFFER INSTRUCTIONS

Thank you for submitting an offer on our listing! Below are important details to help ensure your offer is complete and processed quickly.

■ **Submit All Offers To:**

- Cyndi Kornegay – cyndi@kornegayteam.com
 - CKT Admin – cktadmin@kornegayteam.com
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■ **Required Documents:**

- Please use all MLS attachments.
 - A survey will be uploaded if the seller has an existing one.
 - If no survey exists, buyer to purchase a new survey.
 - Pre-approval letter with buyer's name or verification of funds for cash offers is required with submission.
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■ **Earnest Money:**

- Earnest money to be 1% of the sales price.
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■ **Title Company:**

- Please contact Cyndi for our preferred title company.
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■ **HOA:**

- Buyer to pay the Statement of Account as noted in the HOA Addendum.
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■ **Pg 9 Information:**

- Listing Broker: Keller Williams Premier
- Address: 22762 Westheimer Parkway, STE 420, Katy, TX 77450
- Office Phone: 281-220-2100
- Broker License #: 414770
- Supervising Broker: Karen Clements – License #562852
- Listing Agent: Cyndi Kornegay – License #488294
- Email: cyndi@kornegayteam.com
- Phone: 713-898-9722