

### Amy Downs Team Offer Guidelines

Thank you for your interest in one of our listings. We want to ensure your experience is pleasant with no surprises. We will present your offer as promptly as possible, or if multiple offers - as stated in MLS or the ShowingTime notification.

Send complete offer to **Offers@placedallas.com** and **LA2 email** with the Address in the subject line of the email. Send PDF attachment(s) of offer.

#### **All items will need to be included for a complete offer:**

- *If Financing* - **Pre-approval letter** - Dated within the last month with lender's contact info: phone number, email, and verification of sales price purchasing power
- *If Cash* - **Proof of Funds** - For all cash offers AND appraisal waivers (partial and full) in the name of the buyers. Private information may be blacked out.
- **TAR Residential Sales Contract**
  - Full seller's name(s) - Per owner name in MLS listing
  - Preferred title company
    - Republic Title N. Coit - Tracy Horne - 8920 Coit Rd Suite 200, Plano, TX 75025 - 972-618-4711
    - team-tracyhorne@republictitle.com CC: lschnell@republictitle.com; thorne@republictitle.com
  - Complete Broker Info (including LA side)
    - Listing Broker Firm - Livv Real Estate License # 9014249
    - Listing Associate's Name - Amy Downs / LA2 Name License # 0449524
    - Listing Associate's Email - amy@placedallas.com Phone 972-839-8367
    - Licensed Supervisor - Korin Binder License # 0559282
    - Listing Broker Address - 5904 Murphy Rd, Sachse, TX 75048
    - Phone - 972-821-6145
- **All Applicable Contract Addenda**
  - Third Party Financing, HOA, Appraisal Addendum, etc.
- **Seller's Temporary Lease AND Rental Flood Disclosure**
  - *If occupied or noted in MLS Private Remarks: "3 Days after Funding at 6 pm" at \$0/per day, unless otherwise noted in MLS Private Remarks.*
  - *If land or vacant home, a leaseback is not needed.*
- **Information From Other Sources**
  - States where square footage stated in MLS originates from
- **Buyer Signed Seller's Disclosure** - *Located in MLS docs*
- **Acknowledgement of Survey & T47** - *Located in MLS docs, if available*

**We ask that Earnest Money and Option Fees must be paid prior to scheduling inspection(s).**