



BOEHM COMMERCIAL GROUP - AGENTS OFFERING INSTRUCTIONS

CLOSING TITLE

Stacy Lasseter
Capital Title of Texas
SLasseter@ctot.com
(210) 202-0701
22211 IH-10 West, Suite 1106
San Antonio, TX 78257

Or

Chicago Title - Smaistrle Title & Law
Closing Agent - Clayton Smaistrle
200 Concord Plaza Drive, Suite 750
San Antonio, Texas 78216
O: 210-901-8112
E: clayton@s2lawfirm.com

SUBMITTING OFFER

Please email offers to glen@glenboehm.com
And, please cc – Office@myboehmteam.com
Please **call/text Glen at 210-213-6886** to let him know the offer is on its way and how it will be sent.

AGENT'S OFFICE INFORMATION

Glen Boehm, CCIM
TREC Lic #550654
Boehm Commercial Group
Keller Williams Commercial
1018 River Road, Suite 300
Boerne, TX 78006
Email: glen@glenboehm.com
210-213-6886 Cell
830-431-2467 Business

HOW TO SUBMIT AN OFFER

1. As Applicable, you will find the Seller's Disclosure, survey, previous inspections, floor plan and all related addenda's in associated docs under specialty views on the MLS agent report.
2. Please have your buyers thoroughly read through the offering contract, addendum and disclosure and afterwards initial and sign where needed, please double check to verify all initials and signatures are complete.
3. Suggested earnest money is 1% of sales price.
4. **Please send buyers pre-approval letter along with offer.**
5. Submit all offers! We want to work with you and will present all offers.
6. Once contract is executed all contacts will be handled through our office.

Thank You, Boehm Commercial Group.