



NEAL & NEAL  
TEAM



## **Offer Instructions**

### **Listing Agent**

John Giacobbe, License: 617299  
[john.giacobbe@nealteam.com](mailto:john.giacobbe@nealteam.com)  
(210) 857-6942

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### **To submit an offer:**

Please email all offers to [john.giacobbe@nealteam.com](mailto:john.giacobbe@nealteam.com) with the property address in the subject line. Notify the Listing Agent once the offer has been submitted. If unable to reach anyone during or after business hours, please leave a message.

- Pre-approval letter is required when submitting all offers. The pre-approval will be verified with the buyer's lender.
- On the submitted contract under Broker Information; Associates Name, please complete it in the following format: John Giacobbe/David Shane Neal License No. 608871
- 1% earnest money is advisable
- Buyers should carefully review all contract documents, addenda, and disclosures and verify all required initials and signatures are complete.
- *Buying Agent Broker Request should go in Paragraph 12 A 1 (b)*
- **NOTE: Please send all offers/contractual documents as a single PDF document**

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### **Escrow Officer Information:**

Dede Jackson  
Alamo Title  
[dede.jackson@alamotitle.com](mailto:dede.jackson@alamotitle.com)  
210-490-1313

2915 W. Bitters Road, Suite 301, San Antonio, TX 78248

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### **Information for page nine (9) of the contract:**

Listing Broker Firm:	eXp Realty, LLC
License No.	603392
Licensed Supervisor of Associate:	Karen Richards, Phone: (888) 519-7431
Licensed Supervisor No.	508111
Listing Broker Address:	17806 W IH 10, Ste 300 San Antonio, TX 78257

Please do not hesitate to contact us with any questions.  
We appreciate your offer and look forward to working with you!