

Mark Dimas Properties thanks you for submitting an offer on our listing! The following guidelines will help in processing your offer.

**TO ENSURE YOUR OFFER IS COMPLETE AND TO PREVENT DELAYS, PLEASE EMAIL YOUR OFFER DOCS TO [LISTINGS@MARKDIMASTEAM.COM](mailto:LISTINGS@MARKDIMASTEAM.COM) & INCLUDE ALL APPLICABLE DOCUMENTS:**

- One to Four Family Residential Contract
  - Seller's Disclosure Notice
  - Conditional Approval Letter or "Proof of Funds" for cash offer  
*\*If a buyer needs a referral of a lender, we will be happy to provide one*
  - Third Party Financing Addendum (if applicable)
  - HOA Addendum (if applicable) (MLS Attachments)
  - Notice to Purchaser (if applicable) (MLS Attachments)
  - Lead-Based Paint Disclosures (if applicable) (MLS Attachments)
  - Addendum Concerning Right to Terminate Due to Lender's Appraisal (if applicable - CONV loan only)
  - Non-Realty Items Addendum (if applicable)
  - Addendum Regarding Fixture Leases (if applicable)
- Please check MLS for any Exclusions.
  - Please refer to the screenshot below for the Listing Broker's information

The screenshot shows a listing form with the following fields highlighted in yellow:

- Listing Broker Firm: Mark Dimas Properties
- License No.: 0488488
- representations:  Seller only as Seller's agent
- Listing Associate's Name: Mark Dimas
- License No.: 0488488
- Team Name: Mark Dimas Team
- Listing Associate's Email Address: escrow@markdimasteam.com
- Phone: 832-220-3151
- Licensed Supervisor of Listing Associate: (empty)
- License No.: (empty)
- Listing Broker's Office Address: 16700 Huffmeister Rd
- Phone: 832-220-3151
- City: Cypress, TX 77429
- State: TX
- Zip: 77429

If you have any questions (for example: title info), please email [listings@markdimasteam.com](mailto:listings@markdimasteam.com) or text/call 281-584-6354 (during office hours, 8am-5pm)

*Complete Offers submitted over the weekend for a NEW, ACTIVE LISTING will be presented to the seller on Monday.*