

**Offer Guidelines**

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 BrokerBay notification.

Send a complete offer to **Offers@placedallas.com** and copy **Listing Agent 2** with the Address in the subject line of the email. Send PDF attachment(s) of all documents.

<b>Seller Names</b>	See <i>Owner Name</i> in MLS listing or tax records
<b>Preferred Title Company</b> <b>Address</b> <b>Escrow Officer</b> <b>Email</b> <b>Phone</b>	<b>Republic Title N Coit</b> 5920 Coit Rd #200, Plano, TX 75025 Tracy Horne team-tracyhorne@republictitle.com 972-618-4711
<b>Listing Broker Firm</b> <b>License #</b>	DHS Realty 9010361-BB
<b>Listing Associate's Name</b> <b>License #</b>	Listing Agent 2 NAME / Amy Downs 449524-SA
<b>Listing Associate's Email</b> <b>Phone</b>	Listing Agent 2 EMAIL <i>per MLS</i> Listing Agent 2 PHONE <i>per MLS</i>
<b>Licensed Supervisor</b> <b>License #</b>	Doug Smith 439277-B
<b>Listing Broker Address</b> <b>Phone</b>	8005 Fallmeadow Cir, Plano, TX 75024 972-979-8413

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

- **REQUIRED - Pre-approval letter OR Proof of Funds - Pre-approval:** Dated within the last month with lender's contact info: phone number, email, and verification of contract price purchasing power. **Proof of Funds:** For cash offers AND full appraisal waivers - In name of buyers with private info blacked out.
- **REQUIRED - Contract + Add in this form name to Paragraph 22 - Other:**
  - Compensation Agreement Between Brokers - *ONLY if Broker paid*
- **REQUIRED - All Applicable Contract Addenda**
  - Third Party Financing, HOA, On-Site Sewer, Lead Based Paint, etc.
- **Seller's Temporary Lease (If Occupied)**
  - "3 Days after Funding at 6 pm" at \$0/per day, unless noted in MLS Private Remarks.
- **REQUIRED - Compensation Agreement Between Brokers - ONLY if Broker paid**
- **REQUIRED - Buyer Signed Seller's Disclosure - Located in MLS docs**
- **REQUIRED - Acknowledgement of Survey & T47.1 - Located in MLS docs, if available**

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