



## How We Work/**Offer Process**

### About Us:

We are here to make this a smooth process for not just our clients but for you as well. We do understand how important it is to have a great working relationship with buyer's agents on the other side of a transaction. Though we may do things a little differently, we are committed to being responsive and making this a great experience for you.

### • **Best ways to communicate**

- **Email is preferred.** it helps us to stay organized, have a log of our communications and ensure nothing gets lost in translation when conveying information or questions to our clients.
  - i. [Info@ListingSpark.com](mailto:Info@ListingSpark.com): is the best email to send inquiries to, we monitor this email 7 days a week and will respond quickly. Please include the listing you are inquiring about in the subject line.
- **Text:** Texts work great as well, the best number to text is 877-897-7275
- **Phone:** We are available to talk, feel free to call (615) 993-LIST [615-993-5478], sometimes our phone lines can get busy, if we don't answer, leave us a voicemail and we will get back to you.

### • **Submitting Offers**

- Please submit all offers to [Offers@ListingSpark.com](mailto:Offers@ListingSpark.com) (this is an email account that gets checked dozens of times a day, 7 days a week)
- The Seller's Disclosure and ABA are in the attachments in the MLS, please include that with your offer, signed by your buyer.
- Please submit a pre-approval letter for your financing offers or proof of funds

for cash offers.

- All offers are submitted to the seller as they come in. We always encourage our seller's to respond in a timely manner (typically within 24 hours)
- Our Information for page \_ of the contract:
  - i. Company Name: ListingSpark
    - 1. License Number: 263886
  - ii. Listing Agent/Licensed Supervisor: Matt Engesath
    - 1. License Number: 327095
  - iii. Phone Number: 877-897-7275
  - iv. Email: [Info@ListingSpark.com](mailto:Info@ListingSpark.com)