

# Offer Instructions

3309 Ricci Lane, Irving Texas 75062

1. Please submit all offers to [NAA-Team@NicoleAndrewsGroup.com](mailto:NAA-Team@NicoleAndrewsGroup.com)
2. Please text and call the listing agent once you have submitted the offer to confirm it has been received
3. If you have questions about the home feel free to contact the following
  - a. Julia O’Hickey – 214-213-1916
  - b. Nicole Andrews – 214-382-2960
4. Seller Name information for contract
  - a. Makayla Marvin Davis
5. Exclusions - None
6. Option and Earnest Money suggestions
  - a. Earnest money = At least 1%
  - b. Option money = At least \$600
7. Title company information
  - a. Reunion Title – Will Hodge
  - b. 600 E John Carpenter Fwy – Suite 175
  - c. Irving TX 75062
8. Residential Service Contract amount = \$499
9. Possession - Negotiable
10. Please submit proof of funds and/or pre-approval letter with offer
11. Please add email addresses for buyer in paragraph 21
12. Please complete Page 10 of Main Contract completely
  - a. Please fill out all fields completely for yourself
  - b. Seller’s Broker information
    - i. Broker = Nicole Andrews & Associates – 9001688
    - ii. Associate = Nicole Andrews - 0599775
    - iii. [Nicole@NicoleAndrewsGroup.com](mailto:Nicole@NicoleAndrewsGroup.com)
    - iv. 214-382-2960
    - v. 600 E John Carpenter Fwy #208, Irving TX 75062
13. If financing, please include appraisal addendum to establish same deadline for appraisal as for the buyer approval in Third Party Financing. Buyer does not need to waive the appraisal amount, only set a deadline for the appraisal to be completed. Use paragraph 3 and put in the same number of days as buyer approval in 3<sup>rd</sup> party financing. Amount can be the offer amount
14. HOA information
  - a. 2 HOAs
    - i. University Park Estates – Real Manage
    - ii. Las Colinas Association – LCA
  - b. HOA needs 15 days to deliver docs
  - c. Seller requests buyer to provide \$325 towards transfer fees