



Please do not attach this as a part of the offer!

To gain access to disclosures please see below

Please text "Offer" to 470-665-4484 and you will get a link to our website with everything you need to submit an offer. All disclosures & exhibits are attached to our property listing.

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Suggested Offer Instructions

- **All offers should be submitted in a PDF** (no shared folders or live signing sessions)
- **All exhibits should be properly labeled to match the contract exhibit page as you named them.** Please check this before submitting to avoid unnecessary amendments later on). This benefits all parties involved.
- **The Affiliated Business Arrangement Disclosure is required to be a named exhibit** on all of our contracts - and *it is only signed by your buyer.*
- **The Finance exhibit MUST include the name of the lender that matches the pre-approval letter you submitted with the offer.** If it is left blank, you will need to resubmit.
- Please **submit proof of funds with the offer** for a cash buyer.

EARNEST MONEY: Should be a minimum of 2% of the offer price, anything less will be countered. In multiple offers, the higher the EM, the more seriously your buyer will be viewed.

- If you are not with a nationally recognized brokerage, EM will need to be held at my brokerage or the closing attorney's office – your choice!

PREFERRED CLOSING LAW FIRM: Miller & Associates. If you choose another one, please ensure that real estate closings are their primary business so that we have smooth closings. We prefer the office to be no more than 15 miles from the subject property or that the law firm has mobile closing options for the convenience of all parties.

- Miller & Associates: Richard Miller (678-528-2085); 2400 Lakeview Parkway; Ste. 175, Alpharetta GA 30009

HELPFUL INFORMATION FOR YOU:

- **Listing Brokerage Firm:** Keller Williams North Atlanta (MLS Code: KWNF01 & Brokerage license #: H-36119)
- Address: 5780 Windward Pkwy; Ste 100 Alpharetta 30005 Office phone #: 770-663-7291 Fax: n/a
- Realtor Board Membership: 400 North Board of Realtors
- Listing Agent: Susan Lombardo
- License # 364522
- Cell Phone: 678-478-7868 Email: susanlombardo@kw.com

ONCE WE ARE UNDER CONTRACT:

1. Our transaction coordinators are also licensed agents, and they will send an introduction email connecting all parties. (Listing Agent, Buyer's Agent, Law Firm, Lender, Pre-Closers, your transaction coordinator, etc.) to ensure great communication among parties.
2. We will send the contract to the law firm and the lender within 24 hours of binding.

You can be assured of very smooth processes with our team!