



POWERED BY  
**PLACE**

**kw**INNOVATE  
KELLERWILLIAMS.

## INSTRUCTIONS FOR SUBMITTING AN OFFER

### 1. Agency/Notice Addresses portion of the Offer to Purchase:

- Listing Member Firm Name: Keller Williams Realty
- Firm License #: C26008
- Mailing Address: 1001 Military Cutoff Road, Suite 101, Wilmington, NC 28405
- Co Listing Member/Agent: KBT Realty -Katherine Pace
- Agent License: 358092
- Agent Phone: 828-243-4450
- Agent email: katherine.pace@kbtrealty.com

2. In the event your client's offer is accepted, all correspondence about this listing AND the contract should be made with the co-listing member.
3. Please include a signed copy of the MOG, RPD, and any other addendums required (i.e. FHA/VA Financing, Contingency Sale, etc.)
4. Include Pre-qual Letter/Pre-Approval Letter or proof of funds.
5. Email all offers and questions to the co-listing member found in the MLS.
6. Please include who you want the selling member to be in the MLS.

\*KBT/KW Innovate does not hold escrow monies\*

If you have any questions, please contact the co-listing member for this property.