



## INSTRUCTIONS FOR SUBMITTING AN OFFER

**Sellers Name: Emily VerNooy Murtha, Trustee of the Emily VerNooy Living Trust**

**Listing agent on this property: Michelle Clark-Bradley**

1. Confirmation of Agency/Notice Addresses portion of the *Offer to Purchase*:
  - Listing Firm Name: **Intracoastal Realty Corporation**
  - Firm License #: **C2062**
  - Mailing Address: **523 Causeway Drive Wrightsville Beach, NC 28480**
  - Individual Listing Agent: **Michelle Clark-Bradley**
  - Listing Agent License: **237024**
  - Listing Agent Phone: **910-367-9767**
  - Listing Agent email: **mclark@intracoastalrealty.com**
2. Please include a signed copy of the MOG, RPD, and any other addendums required (i.e. Lead Based Paint,etc)
3. Include Pre-qual Letter/Pre-Approval Letter or Proof of Funds. (note, pre-approval letters from a reputable firm are preferred to pre-qual letters)
4. Please include who you want the Selling Member to be in the MLS.
5. **Intracoastal Realty will hold the earnest money**
6. Due Diligence check should be made out to: **Emily Murtha**

If you have any questions, please contact the **Listing Agent** for this property. Thank you!