



# Offer Instructions Sheet

## Offer to Purchase should include the following:

- Closing Date at least 2 weeks past Estimated Completion Date in MLS  
No Closings on Mondays or Fridays!
  - Hutchens Law Firm to represent both sides
  - Both Agents information filled in on the OTP

Jennifer Ritchie (License # 276779) - Everything Pines Partners, LLC (License # C27983)  
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910-987-5565 - JenniferRitchieHomes@gmail.com

## When sending your Offer to Purchase, please include the following:

Signed Copy of the Disclosure and Addenda Packet found in Docs  
*\*Please note that on the "Arbitration Agreement" the Buyer signs as owners and Agent as Witness to Owner\**

Initialed Copy of any Plat/Plan/~~Septic Permit~~/Features Sheet in MLS Docs

Copy of Preapproval Letter/Proof of Funds

PLEASE SHARE A COPY OF THE CAV LAND WARRANTY WITH YOUR BUYERS AS WELL!

Email all of the appropriate documents as a PDF to  
**JenniferRitchieHomes@gmail.com**  
Call/Text/Email me with any questions!

### TRANSACTION COORDINATORS INFORMATION

Please provide the contract information of your TC at the time of sending your offer documents.

TC Name: \_\_\_\_\_

TC Email: \_\_\_\_\_