



# 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

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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

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: \_\_\_\_\_

Buyer's Email: \_\_\_\_\_

**PLEASE NOTE:** ALL HOME INSPECTIONS NEED TO BE REQUESTED THRU SHOWINGTIME. PROOF OF INSURANCE FROM INPSECTORS NEEDS TO BE PROVIDED TO LISTING PRIOR TO INSPECTIONS.