



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)
180 E Connecticut Ave Southern Pines, NC 28387
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: _____