



# INSTRUCTIONS FOR SUBMITTING AN OFFER

## Listing agents on this property:

- Listing Member: KBT Realty Group - Keller Williams Innovate - Wilmington
- Co-Listing Member: The Co-Listing agent will be your primary contact. Every listing by our team's name will have a co-listing agent attached.

1. Confirmation of Agency/Notice Addresses portion of the Offer to Purchase:
2. 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 - Becky Brown
  - Agent License: 167216
  - Agent Phone: 910-524-1042
  - Agent email: Becky@KBTRealty.com
3. 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.
4. Please include a signed copy of the MOG, RPD, and any other addenda required (i.e. FHA/VA Financing, Contingency Sale, etc.)
5. Include Pre-qual Letter/Pre-Approval Letter or proof of funds.
6. Email all offers and questions to the co-listing member found in the MLS.
7. Please include who you want the selling member to be in the MLS.
8. If you have any questions, please contact the co-listing member for this property.