



INSTRUCTIONS FOR SUBMITTING AN OFFER

- 1.** Notice Information, p.14, portion of the *Offer to Purchase*:
 - Listing Firm Name: **Intracoastal Realty Corporation**
 - Firm License: **C-2062**
 - Mailing Address: **119 Causeway Drive, Ocean Isle Beach, NC 28469**
 - Individual Listing Agent: **Sarah Harris Team**
 - Listing Agent License: **153274**
 - Listing Agent Phone: **910-209-2535**
 - Listing Agent Email: **sarahharris@intracoastalrealty.com**
- 2.** In the event your client's offer is accepted, all correspondence about this listing AND the contract should be made with Sarah Harris **sarahharris@intracoastalrealty.com** and **COPY** Transaction Coordinator Whitney Carrington, **wcarrington@intracoastalrealty.com**.
- 3.** Please include a signed copy of the MOG, RPD, addendums required
- 4.** Include Pre-qual Letter/ Pre-Approval Letter or proof of funds. Due Diligence check should be delivered with the contract once it is signed.
- 5.** Email all offers and questions to Sarah Harris **sarahharris@intracoastalrealty.com** and **COPY** Whitney Carrington **wcarrington@intracoastalrealty.com**
- 6.** Please include who you want the selling member to be in the MLS.

If you have any questions, please contact Sarah Harris at 910-209-2535. If you cannot reach Sarah, please call Whitney, Closing Coordinator at 910-712-1191. Thank you!