

INSTRUCTIONS FOR SUBMITTING AN OFFER

Listing Member- Brittany Allen (License # -242022)

Agent Phone- 910-352-4012

Agent Email- brittany@brittanyallenhomes.com

Listing Member Firm Name- Keller Williams Realty Group

Firm License Number- C26008

Mailing Address- 1001 Military Cutoff Suite101 Wilmington NC 28405

Example:

Listing Firm Name:	Keller Williams Innovate		
Acting as	<input checked="" type="checkbox"/> Seller's Agent	<input type="checkbox"/> Dual Agent	
Firm License #:	C26008		
Mailing Address:	1001 Military Cutoff		
	Suite 101	Wilmington	NC 28405
Individual Listing Agent:	Brittany Allen		
	<input type="checkbox"/> Acting as a Designated Dual Agent (check only if applicable)		
Listing Agent License #:	242022		
Listing Agent Phone #:	910-352-4012		
Listing Agent Fax #:			
Listing Agent E-mail:	Brittany@brittanyallenhomes.com		

- KW does not hold earnest money
- Include a signed copy of the MOG, RPD, and any other addendums required. (i.e FHA/VA financing, contingency sale, etc.)
- Include pre-approval letter or proof of funds.
- Email all offers and questions to the Co-listing member found in the MLS.
- Include who you want the selling member to be in MLS.
- If your clients offer is accepted, all correspondence about this listing AND the contract should be made with the co-listing member.