



INSTRUCTIONS FOR SUBMITTING AN OFFER:

Listing agents on this property:

- Listing Member: Caitlin Richardson Group
- Co-Listing Member: Every listing offered by the Caitlin Richardson Group will have a co-listing agent attached to it.

1. Confirmation of Agency/Notice Addresses portion of the Offer to Purchase

- Listing Firm Name: Intracoastal Realty Corporation
- Firm License #: C2062
- Mailing Address: 2028 Olde Regent Way, #160, Leland, NC 28451
- Individual Listing Agent: Caitlin Richardson Group
- Listing Agent License #: 311278
- Listing Agent Phone #: Co-Listing Member Phone Number
- Listing Agent Email: Co-Listing Member Email Address

2. The co-listing agent will be your primary contact. Email all offers and questions to the colisting member found in the MLS.

3. Please include a signed copy of the Residential Property Disclosure, Mineral Oil and Gas Rights Disclosure and any other addendums that may be required. (i.e. FHA/VA Financing Addendum, Vacation Rental Addendum, etc.)

4. Include Pre-Approval Letter if taking out a loan or Proof of Funds Letter/Statement if paying cash.

5. Should your client's offer be accepted, all correspondence about this listing and the contract should be directed to the co-listing member found in the MLS.

6. Please include in an email who you would like the selling member to be in the MLS.

If you have any further questions, please contact the co-listing member for this property.

Thank you!
Caitlin Richardson Group