



Thank you for your consideration in making an offer on one of our listings. Due to the high volume we are encountering, we want to ensure that this goes as smooth as possible.

Please note if your offer is sent after 5 pm it may be the next business day before we acknowledge receiving it. Please send all offers to the Listing Agent along with Listing Agent 2 if one is included. Please CC Shannon Potts, Transaction Coordinator, at Shannon@GSRealtyTeam.com on all correspondence.

In order for your offer to be presented please have all of the following attached:

- TAR Sales Contract (One to Four, Farm and Ranch, Unimproved Land, or Commercial)
- All needed Addendum's (HOA, Third Party Financing, etc)
- Also please send all forms available in TransactionDesk (Disclosure of Relationship, Seller's Disclosure, Lead Based Paint, On-Site Sewer, and any others if available)
- Please include **Pre-Approval** letter with full list price and lender's contact information.
- If your offer is **Cash**, then we will need a **Proof of Funds** from their Financial Institution.

Offers will only be presented if all documents are included

Thank you and we here at GS Realty Team at Fathom Realty look forward to a successful transaction.

Greg Potts

GS Realty Team at Fathom Realty

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