

AGENTS OFFERINGS INSTRUCTIONS

CLOSING TITLE

Capital Title

Stacy Lasseter

SLasseter@ctot.com

830-955-8183

705 S. Main Street

Boerne, TX 78006

SUBMITTING OFFER

Please email offers to glen@glenboehm.com

If unable to email, please fax

Fax#830-816-2227

Please call Glen at 210-213-6886 to let him know the offer is on its way and how it will be sent.

AGENT'S OFFICE INFORMATION

Glen Boehm

The Boehm Team

Keller Williams Realty

1018 River Road, Suite 300

Boerne, TX 78006

Email: glen@glenboehm.com

210-213-6886 Cell

830-428-8106 Business

830-816-3500 Office

Broker is Keller Willis San Antonio, LLC

Supervisor is Tony Zamora Jr.: License #537135

HOW TO SUBMIT AN OFFER

1. As Applicable, you will find the Seller's Disclosure, survey, previous inspections, floor plan and all related addenda in associated docs under specialty views on the MLS agent report.
2. Please have your buyers thoroughly read through the offering contract, addenda and disclosures. Afterwards initial and sign where needed and please double check to verify all initials and signatures are complete.
3. Suggested earnest money is 1% of sales price.
4. Please send buyers mortgage pre-approval letter along with offer.
5. Submit all offers! We want to work with you and will present all offers.
6. Once contract is executed all contacts will be done through transaction coordinator, Susan Stafford-Holbrook. She can be reached at Office@MyBoehmTeam.com

Thank you and we look forward to working together.

Boehm Commercial Group

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SUBMITTING OFFER

Please email offers to Teresa.Weirich@KW.com

If unable to email, please fax

Fax#830-816-2227

Please call Teresa at 512-517-2691 to let her know the offer is on its way and how it will be sent.

AGENT'S OFFICE INFORMATION

Teresa Bailey-Weirich

The Boehm Team

Keller Williams Realty

1018 River Road, Suite 300

Boerne, TX 78006

Email: Teresa.Weirich@KW.com

512-517-2691 Cell

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