

Thank you for your client's interest in this home. ***The seller desires simplicity, clean terms and as stress-free a transaction as possible.*** Please use the following guidelines to submit your offer:

- **Submit the offer directly to the listing agent**
 - Submit in one complete **PDF form** with all applicable disclosures attached
 - Do not share DocuSign Packets, Transaction Desk or Dotloops
 - Use state promulgated contract forms, if possible
 - All agent & firm information should be completely filled out to include:
 - Orchard Brokerage, LLC,
 - License #CQ1064088
 - 195 Broadway 24th Floor, New York NY 10007
 - Office Supervisor: Sean Thomas - LIC #BK3506230
 - Reach out to the listing agent for details regarding multiple offer deadlines
 - Buyer "love" letters should not be included with your client's offer. They could violate fair housing laws so please do not submit them.
- **Inspection Period & Contingencies:**
 - Seller will look favorably upon offers with shorter/waived contingency periods
 - Inspection Period End Date should fall on a weekday
- **Proof of Funds / Pre-approval letter:**
 - Offer must be accompanied by one of the above
 - Should include name(s), contact information for lender (e-mail & phone)
- **Seller Preferred Title Company:**
 - Unless otherwise specified in the MLS listing, the preferred Title Company is Orchard Title - (469) 250-5198 - hello@orchardnationaltitle.com
- **Closing:**
 - Seller will look favorably upon a closing period of 30 or fewer days

Additional Details and Information:

- ALL showings, inspections and appraisals will be scheduled through ShowingTime
- Concessions in lieu of repair requests are encouraged