

**2740 South Hills Riverdale,  
GA 30296-6060**

## **OFFER INSTRUCTIONS**

Please send complete offers, including all exhibits, as a single PDF file (no sign invites) to [maia.samb@kw.com](mailto:maia.samb@kw.com) and [operations@puttogo.com](mailto:operations@puttogo.com).

For any questions, text Maia Samb at **(770) 401-6309**.

1. Include proof of funds or a lender's approval letter with contact information.
2. MUST use the deed in the listing documents for the Legal Description of the property.

**Earnest Money (EM):** Recommended: 1-2% minimum earnest money, due at the time of the offer or within 72 hours after binding.

EM to be held by Keller Williams Atlanta Perimeter preferably.

Include F510 if EM is held by the closing attorney.

F511 should be executed.

### **Preferred Closing Attorney:**

O'Kelley & Sorohan Attorneys at Law, LLC | (770) 391-0073

Please, include F259 – Buyer's Broker Compensation Agreement Exhibit.

The seller will pay 3% to the buyer's broker for an acceptable offer.

### **Additional Offer Guidelines:**

- Pre-approvals or commitment letters from lenders only are required for financed offers; cash offers must include proof of funds.
- Do not include buyer "love letters" or pictures, as they violate Fair Housing Laws.
- Please allow a minimum of 45 days for the bank to approve the Short Sale.

### **Other Helpful Information:**

#### **Broker's Address:**

Keller Williams Atlanta Perimeter  
115 Perimeter Center Place, Suite 100  
Atlanta, GA 30346  
Phone: (678) 298-1600  
Fax: (678) 298-1616  
MLS Office Code: KWAP01  
Brokerage Firm License: H-44315

#### **Agent Information:**

Maia Samb  
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Member of the Atlanta Realtors  
Association