



## Offer Instructions & Title Information

Please follow the below guidance when preparing your Buyer's offer for purchase.  
Contact us with any questions – thank you!

1. Submit all offers on the most recent FAR/BAR "AS-IS" Purchase & Sale Agreement unless otherwise instructed in the MLS private remarks
2. Download additional documents and disclosures found in the "documents" tab of MLS; obtain the Buyer(s) signature(s) as needed
3. Submit proof of funds or a lender's letter of pre-approval with all offers
4. Listing company details to be added to the signatures page of PASA:  
Listing Broker: Christie's International Real Estate First Coast  
Listing Agent: Dylan A. Rigdon  
Email: [dylan.rigdon@cirefc.com](mailto:dylan.rigdon@cirefc.com)  
Agent Phone: +1 (904) 540-7672
5. Title Company to be added to page one (1) of PASA (unless the binder is to be held elsewhere):  
St. John's Title, LLC  
ATTN: Ruthanne Kowalski, Esq.  
Saint Johns: 159 Hampton Point Drive, Suit 1, St. Augustine, FL 32092  
Ponte Vedra: 5000 Sawgrass Village Circle, Suite 8, Ponte Vedra Beach, FL 32082  
[ruthanne@stjohnstitle.com](mailto:ruthanne@stjohnstitle.com)  
+1 (904) 567-3129

Please email all offers for purchase to [dylan.rigdon@cirefc.com](mailto:dylan.rigdon@cirefc.com)