

**Offer Instructions for 231 Willow Creek Ct., St. Augustine, FL 32092**

1. Please submit your offer on the most recent **FAR/BAR As-Is Residential Contract for Sale and Purchase**. Include the following documents with your offer:
  - ✓ **Proof of Funds** or **Lender Approval** letter
  - ✓ **Disclosures** signed by the buyers (found in MLS >> Documents tab)
2. Sellers names for inclusion on the Contract: **Kevin and Theresa Patch**
3. If your company does not have an escrow account, you may choose to have the **binder deposit held with Gibraltar Title Services (GTS)**.

Gibraltar Title Services  
4190 Belfort Road, Suite 475 Jacksonville,  
FL 32216  
Phone: (904) 296-6400  
Email: [info@gts-fl.com](mailto:info@gts-fl.com)
4. If you choose to have the binder held with GTS, here are your options:
  - ✓ **Deliver a personal check payable to GTS** to the address noted above between 8:30am and 5:30pm Monday through Friday within the deposit due dates noted in the Contract.
  - ✓ **Use Earnnest** and select Gibraltar Title Services to hold the binder.
5. **GTS will be responsible for closing**. Upon GTS' receipt of order for closing, a welcome email will be sent with information on registering in their secure portal. After registration, wiring instructions will be available. For your buyers' safety, no email will be sent with wiring instructions.

**Please notify me of the offer via text; then send the contract and disclosures via the portal of your choice or via email. I look forward to working with you!**

**Lisa Sands, REALTOR®**

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