

Offer Instructions

(Follow these instructions to prevent delays)

1. Please submit your offer on the most recent FAR AS IS Residential Contract for Sale and Purchase (unless otherwise noted in MLS).
2. Sellers Name for Purchase and Sale Agreement: Allison Ann Roberts
3. Disclosures for this property are in the document tab in MLS. Please present them to the buyer and have all forms signed and returned with the offer if applicable.
4. Submit a Proof of funds letter or a Lender Approval Letter with the offer.
5. Please notify me via text of the offer at 904-823-5777 and email the completed offer and all necessary addenda to Debbie.daSilva@FloridaNetworkRealty.co
6. Please complete the binder information. If your company does not have an escrow account you may have the escrow binder held with Gibraltar Title Services (GTS), 4190 Belfort Road #475, Jacksonville, FL 32216, 904.296.6400.
7. Options for submitting binder to GTS:
 - You may drop a check written to GTS off at GTS or a Berkshire Hathaway HomeServices Florida Network Realty location between 8:30 AM and 5:30 PM Monday through Friday and within the timeframe in the Agreement.
 - You may utilize Earnnest – selecting Gibraltar Title Services to hold the binder.
 - Upon GTS's receipt of order for closing, a welcome email is sent with information on how to register in the secure portal. Once registered there will be wiring instructions. An email will not be sent with wiring instructions for your safety.
8. GTS will be responsible for the closing. You may send an email to info@gts-fl.com or call 904.296.6400 for questions pertaining to this closing.

You may call me if you have further questions, thank you.