

## OFFER INSTRUCTIONS

*Thank you for showing your buyers **180 Heatherton Lane!***

*This property is a corporate relocation with Cartus. Please see below for offer instruction. If you have any questions, feel free to contact Jody at 404-451-3125.*

- Please submit offers as a **SINGLE PDF FILE to [jody@ansleyre.com](mailto:jody@ansleyre.com)**
- Use Cartus Fiancial Corporation as the Seller, not the Homeowners
- Attorneys MUST be MCMANAMY MCLEOD HELLER LLC
- Due Diligence: Should be 10 Days
- No Option Payments
- Contract Response Deadline Should be 5 Days
- Include the Pre-Qualification Letter for your Buyer
- Earnest Money within 1 Days of the Offer Date
- Cash Offers must include Proof of Funds on a Bank Letterhead or Statement
- Contingent Offer: Buyer's Property must be Under Contract, Include Contract & Buyer's Pre-Approval Letter, 3 Days Minimum between Closings
- No Personal Property listed in the Contract
- Do NOT schedule inspections until contract is FULLY executed
- Closing & Possession MUST be the same day

### **Offer Must Include:**

1. Fully Executed Contract
2. Cartus Standard Addendum
3. Seller's Real Estate Disclosure (SRED)
4. Affiliated Business Disclosure
5. Pre-Qualification Letter (must reference the property and purchase price)
6. Proof of Funds
7. Buyer Home Contract if Contingent
8. Buyer Agent Compensation Agreement

### **Other Helpful Information**

Broker's Address: 31 Church Street,  
Alpharetta, GA 30009

Broker's Phone: 770-284-9900

MLS Office Code: ANSA03

Brokerage Firm License: H-75011

Jody Tirone, License #376748

404-451-3125, [jody@ansleyre.com](mailto:jody@ansleyre.com)

Member of: Atlanta Realtor's Association

