August 19, 2026

Re: **Offer Instructions** – 875 Longford Avenue, Newbury Park, CA 91320

Dear Agents:

Please find below information for seller's preferred terms when writing an offer.
Call/text/email Sarah at (626) 664-1598 or halpinrealtor@aol.com if you have any questions.

- Seller is Patricia A. Alexander, Successor Trustee. Trust name: Williams Family Trust
- Please give sellers at least 72 hours to respond to offers.
- Offers shall include the **earnest money deposit** (no less than 3% of the offer price), a current **Preapproval letter** from buyers' lender and **verification of funds** to close escrow. **Proof of funds shall reflect same buyer's name and be the most recent statements.**
- Seller's preferred escrow company is Wilshire Escrow, Matthew Shewfelt.
- Seller's preferred title company is Old Republic Title Company.
- Physical Inspection contingency L. (3) Par. 8C, 12 to be 10 days or less from the date of acceptance.
- Suggest that the other Inspection contingencies L. (4)-(9) be shortened to be the SAME number of days, e.g. 10 days or fewer.
- Appraisal contingency shall be removed 10 days, and loan contingency shall be removed 12 days after acceptance or sooner.
- NHD report to be Disclosure Source.
- Excluded in sale: staging, refrigerator, washer/dryer
- Email offers to Sarah Halpin at halpinrealtor@aol.com.

Thank you. I appreciate you showing this listing and all your hard work in the process.
Sincerely,

Sarah Halpin, Broker DRE# 01405135
Markey and Associates Real Estate Brokers DRE# 02439155
626-664-1598 (cell)
halpinrealtor@aol.com