

Offer Instructions

We use Capital Title of Texas on our transactions.

The escrow officer can close in a location **convenient** to buyer and seller.

Please use this chart for the MLS the property is located in.

MLS	Escrow officer	Phone	Email address	Address for contract purposes
NT Waco	Brenda Read	817-329-7300	bread@ctot.com	4101 William D. Tate Ste 210 Grapevine, Tx 76051
Austin Central Texas	Elizabeth Petter	512-222-0222	epetter@ctot.com	1801 S. Mopac Expwy Ste 250 Austin, Tx 78746
Bryan/College St San Antonio	Amber Volkman	210-547-4177	avolkman@ctot.com	2707 N Loop 1604 W Ste 103 San Antonio, Tx 78258
Beaumont Corpus Christi Houston	Barbara Neudorfer	844-550-2736	bneudorfer@ctot.com	TBD

Earnest & Option money:

- **Drop off:** You may drop off checks at any location.
- **Electronic delivery:** escrow officer can send you a link.

***Please** be sure to fill in our info on the brokerage page of the contract.

Go to www.sendoffer.com:

- Type in the property address.
- Add your name, number, and email address.
- Add all offer documentation.
- Seller and listing agent will receive offer when sent this way.
- You may call owner with basic property questions, number in private remarks.