



**Subject line: OFFER – Property Address**

Please email your offer to [Joycecastillo@kw.com](mailto:Joycecastillo@kw.com) and [Amberbuitron@kw.com](mailto:Amberbuitron@kw.com)

How to communicate with our team: M-F 9:00 am – 5:00 pm

Contact us at **832-338-3147** or at [Joycecastillo@kw.com](mailto:Joycecastillo@kw.com) and [Amberbuitron@kw.com](mailto:Amberbuitron@kw.com)

**Title Company**

Please call 832-338-3147 or email at above address

**Earnest Money**

Earnest money should be at least 1% of the total contract sales price.

**Option Fee**

Please ensure that option fee is at least \$50 per day; with a max of 7 days.

**Survey**

Please check #2, Buyer to Purchase new Survey. If seller has a survey, the survey and T-47 will be uploaded in the HAR attachments (Check #1 & Buyer).

**Addenda**

Buyer must sign all addenda (Sellers Disclosure, HOA/MUD, etc.) to submit with offer. Offers without these documents cannot be executed.

**Special Provisions**

For ALL CONTRACTS, please add the following verbiage: “Full cash to close must be at Title Company one business day prior to buyer and seller signing.”

**Submitting**

All offers to be emailed in two PDFs: All offer docs in one PDF, and separate PDF for lender letter/ proof of funds. Proof of funds required for amount of down payment. If offer is over list price, additional proof of funds required in the amount of the difference between sales price and list price.

***\*If offer is missing required addenda with negotiable items, then it will not be presented.***

**REQUIRED:** Submit a Buyer SIGNED TXR 1414- INFORMATION ABOUT SPECIAL FLOOD HAZARD AREAS if home is in any type of flood zone.

**REQUIRED:** PRE APPROVAL LETTER MUST be up-to-date, within 7 days when giving the offer. Interest rate MUST be indicated in the letter as well.

**PAGE 9 INFORMATION**

Keller Williams Houston Central 9009288  
Listing Broker Firm License No.

represents  Seller and Buyer as an intermediary  
 Seller only as Seller's agent

Joyce Castillo 690674  
Listing Associate's Name License No.

The Castillo Realty Group  
Team Name

Joycecastillo@kw.com 832-338-3147  
Listing Associate's Email Address Phone

Niky Barker 706537  
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