



10560 Northwest Freeway  
Houston, TX 77092  
Phone: 713.683.0054  
Fax: 713.683.0235

Please Include Property Address in Email Subject Line –

Agents:

- A) Please review with all potential Buyers
- B) Please provide the following with offers to purchase

- 1) Conditional approval letter \*Include lenders direct contact number & email address\* or proof of funds letter for cash offer\*
- 2) One to Four Family Residential Contract: Sellers name
- 3) Third Party Financing Addendum. (if applicable). Please insert 21 days (or less) for Financing Approval
- 4) Non-Realty Addendum to contract (if applicable)
- 5) HOA Addendum to contract (if applicable)

**Buyers Agents Please Initial Below**

\_\_\_\_ Earnest Money (min 1% of contract price) and Option Fee will be delivered to the Title Company within 72 hours of execution date. Certified funds are preferred

\_\_\_\_ If requesting Option Period, I have read the entire paragraph 23 to buyer & they understand Title Company must receive the option fee within 72 hours for the option to be in effect. Minimum \$250 option fee for 10 days.

\_\_\_\_ Buyer has been made aware they must bring certified funds to closing.

\_\_\_\_ Close at Priority One Title: 14505 Torrey Chase, Suite 100, Houston 77014 - 832-436-0090

\_\_\_\_ Buyer will receive their keys AFTER funding has occurred

Thank you for your interest in our listing. If you have any questions, please call 713-683-0054

Please include a read receipt with your communications and offers. Additionally, if you do not receive a confirmation that we have received your Email within 24 hours (M-F) please call 713-683-0054 to confirm

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