



## **INSTRUCTIONS FOR SUBMITTING AN OFFER**

**Please use this information to complete the Broker Information page of the contract.**

**Listing Agent's Contact Information: Brian Curtis #684313**

**E-Mail: [brian-curtis@jbgoodwin.com](mailto:brian-curtis@jbgoodwin.com)**

**Cell Phone: 210.708.7832**

**Licensed Supervisor: Erin Cestero (618467)**

**Broker ID: 401735**

**JB Goodwin REALTORS®**

**607 E. Sonterra Blvd., Suite 108**

**San Antonio, TX 78258**

**Office Phone: 210-581-9050**

**Preferred Title Company: Chicago Title - 270 N Loop 1604 E. Suite 100 San Antonio, TX 78232**

**Escrow Officer: Ashley Stephens**

**T: 210.482.3504 Email: [ashley.stephens@ctt.com](mailto:ashley.stephens@ctt.com)**

### **Additional Instructions:**

- 1. Please find all documentation necessary for submitting an offer in the "Additional Information" section of the MLS listing (i.e. Seller's Disclosure, Lead Based Paint, Survey if applicable. Please have your clients sign these documents and submit with their offer.**
- 2. My clients prefer 1-5% earnest money deposit.**
- 3. Send the buyer's mortgage pre-approval letter or, for cash closings, provide a current proof of funds statement along with all offers.**
- 4. Please e-mail offers to [brian-curtis@jbgoodwin.com](mailto:brian-curtis@jbgoodwin.com) also call, or text me, to let me know an offer is being submitted by text to 210-708-7832 and how it will be sent.**
- 5. Deliver Earnest & Option Fee to the Title Company listed above Monday – Friday between 9:00 AM – 5:00 PM or call to make other arrangements. You can make 1 check for both option and earnest money. Mobile deposit options available.**

**Please feel free to contact me with any questions. Thank you and I look forward to working with you!**

**Sincerely,**

**Brian Scott Curtis**

**210-708-7832**