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## Process Detail

1. Use the Contact Form on our home page to provide your information and let us know of your interest, as well as your preference of desired lot(s), so we can confirm availability.
  - o If you *do not* have an agent or attorney with which you're working, please indicate that here.
2. If you already have an offer/contract prepared, it can be sent to our team via email/DocuSign to help expedite the process. Our standard purchase agreement can also be found in the Document Center below. Please note that each lot may use a different form so please be sure you're selecting the right form for your future lot(s).
3. The initial deposit of \$5,000 via certified funds (\$1,500 of which is non-refundable) should be made payable to "Independence Title Company" and delivered to our office with said offer/contract, or sent directly to the Title Company via the instructions on our page. Upon receipt of the initial deposit, we'll remove the lot(s) as being "available".
4. If you are not represented or representing yourself and do not have a contract prepared, our team can prepare one for you based off of our standard form and the information you provided in step 1. We'll reach out to you if any additional information is needed and the contract will be sent to you for review and electronic execution.
  - o Please note that even if your lot(s) are removed from marketing, Seller may still continue to take backup offers until the transaction is closed.
5. Once the contract is mutually executed, our team will send the contract (and any deposit payment(s) we have received) to the Title Company to be processed and receipted. From this, the Title Company will create a general file number for your transaction. You will be notified of this step by having a fully executed and receipted copy of the contract returned to you upon completion.
  - o If you're financing your investment in any way other than a cash offer (and have not already done so by this point), the loan application and approval process will need to be addressed concurrently to prevent delays in the closing process.
6. After the contract is receipted, a title commitment will be generated and you will have a 21-day Option Period to review all aspects of the transaction. If acceptable, an additional \$5,000 deposit should be paid to the Title Company within 7 days of the Option Period.
7. After the contract is mutually executed, all deposits are received, and everything is receipted, Buyer and Seller will coordinate with Independence Title Company to close and fund the transaction!

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*Please note that this detail is provided for informational purposes only and is NOT meant to substitute for or take the place of professional real estate and/or legal counsel.*