



STEPS TO SUBMITTING A SPECIAL REQUEST

Step 1: Sign your **Purchase Agreement** and make your initial \$5,000 earnest money deposit.

Step 2: Apply for **financing** online at www.esperanzahomes.com/financing or provide a valid Pre Approval Letter for an amount at or above the purchase price of your home.

Step 3: **Contact your Sales Consultant** regarding any Special Requests you would like to make. All Special Requests must be approved by your Sales Consultant prior to submission.

Step 4: Use our **interactive floorplans** at (floorplan list link) to customize your home by drawing, editing, and making notes on your new home.

Special Request Sketch Guidelines:

- **One sketch per Special Request**
- Location of Special Request identified clearly
- All dimensions specified (e.g. bookcase dimensions: length, width/depth, height; room dimensions: 12'x11')
- Any specific materials clearly identified

Step 5: Meet with your Sales Consultant to **review Special Request(s) sketches & submit the Special Request(s)** you have. Please allow for 3 full business days to receive the estimate for each Special Requests.

Step 6: Once the Special Requests have been priced, your Sales Consultant will contact you with these amounts. If you choose to **accept a Special Request**, you must pay for 100% of each request prior to advancing to the Preliminary Plan Review Meeting. You must also sign the corresponding addendum which itemizes each Special Request and updates the purchase price of your home accordingly.

Step 7: Schedule your **Preliminary Plan Review Meeting** with your Sales Consultant. At this meeting, you will review the first draft of preliminary construction plans with your Special Requests, structural options, and floorplan features detailed.

Step 8: Following the completion of the Preliminary Plan Review Meeting, **Special Requests can no longer be added.**