

Welcome Back! ♥ LET'S DIVE INTO THE DETAILS

YOUR GUIDE TO A SMOOTH CLOSING

This stage involves a cast of characters and a lot of moving pieces. I'm here to synthesize it and keep it simple—so you know what to expect and what actions to take for a successful closing.



THERE ARE A LOT OF MOVING PIECES.

Many I won't even bother you with just to keep things moving smoothly.



I'm your quarterback, coordinating the team, monitoring progress, and guiding you every step of the way to the finish line!



PICTURE ME AS YOUR TEAM QUARTERBACK

Orchestrating communication

Keeping everyone on the same page

Guiding you through the entire process

MEET THE KEY PLAYERS IN YOUR CLOSING PROCESS

1 CLOSING COMPANY

The Administrative Powerhouse



They play a pivotal role—managing administrative tasks, handling deposits, ordering appraisals and surveys (if applicable), and preparing for closing.

WHAT YOU NEED TO DO:

- ✓ Keep their contact information handy.
- ✓ They will send you an intake form—fill it out promptly.
- ✓ They often need it before they can even send you wire instructions.
- ✓ They will ask for important decisions, such as:
 - Whether you want an appraisal or survey (if you have a mortgage, these are required).
 - How you want to take title, and more.



All contact info was in my original email to you. If you need it again, just let me know!

2 MORTGAGE COMPANY

Financing Your New Home



The mortgage process can feel like uncharted waters—but you're not alone! They will ask for a lot of documents (it can feel repetitive at times), but it's all worth it in the end—your new home!

WHAT YOU NEED TO DO:

- ✓ Stay in regular contact, especially if there is radio silence.
- ✓ If there are any changes in your mortgage plans (including who you'll use), let me know immediately.
- ✓ Mortgage companies typically only communicate with you. They do not keep agents updated.
- ✓ Please help keep me in the loop so I can best manage a smooth closing.

3 INSURANCE COMPANY

Protecting Your Investment



They are your go-to for questions about required items and coverage.

WHAT YOU NEED TO DO:

- ✓ Reach out early—before you purchase your policy.
- ✓ Ask if the following will be required:
 - Elevation Certificate
 - Wind Mitigation Inspection
 - 4-Point Inspection
- ✓ We need to know up front when scheduling your inspections to avoid paying a higher cost for the inspector to return later.
- ✓ The insurance company may need some of this paperwork from your inspection—so staying ahead is key!



I sent you insurance company recommendations earlier. You can also find them on the Vendor Recommendations area of my webpage for you.

4 HOME WARRANTY PROVIDER (OPTIONAL)

Extra Peace of Mind



A home warranty can provide extra protection for many of your home systems and appliances.

WHAT YOU NEED TO DO:

- ✓ If you're interested in a home warranty, let me know.
- ✓ I can share information and recommended home warranty companies.
- ✓ You can also find home warranty information and provider options on the Service Provider Recommendations area in the Resource section of my webpage.



I also have helpful information about home warranties on the Resource section of my webpage.

5 YOUR REALTOR® (THAT'S ME!)

Your Advocate & Quarterback



I coordinate communication, track deadlines, solve problems, and keep your transaction moving toward a successful close.

WHAT I DO FOR YOU:

- ✓ Communicate with all parties.
- ✓ Monitor deadlines and important milestones.
- ✓ Help you understand what's needed and when.
- ✓ Solve issues behind the scenes so you can stay focused on the fun part—your new home!



I'm here for you! Don't hesitate to reach out with any questions or concerns.



KEY REMINDERS

- ✓ You are required to pay for an appraisal and survey if you have a mortgage.
- ✓ If you are not borrowing money, these services are optional—up to you!
- ✓ Please keep me informed about whether you will be obtaining a survey and/or appraisal so I know it's in the mix.



We're in this together!

Closing is an intricate dance with many moving parts, but you don't have to do it alone. I'll quarterback the team and keep everyone working toward the same goal—a smooth transaction so you can move into your new home with confidence and excitement!

I'M EXCITED TO CONTINUE THIS JOURNEY WITH YOU!



Your Closing Team is Ready.
LET'S GET YOU HOME! ♥

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