

AGENTS RESOURCE PAGE

BEFORE CLOSING

- 1. Contract/Amendments:** Make sure documents are fully executed and sent in quickly.
 - a. If there are multiple buyers or multiple sellers, everyone must sign the contract and amendments for them to be valid.
 - b. If your buyer or seller is an entity, they must sign in their representative capacity to be valid.
 - i. Ex. Taylor Sellers as Manager of Taylor Sellers Law, LLC.
 1. Not just Taylor Sellers or Taylor Sellers Law, LLC
- 2. Earnest Money:** Make sure it is delivered to the correct party within the contractually required time.
- 3. Contact Information for Parties:** While the agents are our main point of contact, we need the email address of both the buyer and seller. Please add them to the contract or provide them when the contract is delivered.
- 4. Buyer/Seller Information Sheet:** Provide these to your buyer and/or seller as soon as possible.
- 5. Commission Agreements:** Send us a commission agreement as soon as possible. At least 3-5 days before the closing. We can not send out an accurate settlement statement without the commission agreement.
- 6. Home Warranty:** If applicable send us a home warranty invoice as soon as possible. Any fee over the amount agreed to be paid for by the seller are buyer fees.
 - a. Seller agrees to pay \$500 for home warranty and home warranty actually is \$525, the buyer will have to pay the additional \$25. If we receive this within 3 days of closing, the lender will have to approve the buyer's additional \$25.
- 7. Invoices:** In order to pay someone on the settlement statement we need an invoice from that company/party with the matching amount. The invoice should have an address and phone number so we can send the check to the company.
 - a. Paid Invoices: If an invoice has been paid and you are sending it in to show it was paid make sure it says PAID on the invoice. If it does not say paid on the invoice the we have to assume it needs to be paid and will be put on the settlement statement.
- 8. Buying and Selling Same Day:** Ask about our discount for buying and selling with us. If your client is buying and selling the same day, especially with if another firm is involved, please let our precloser know in advance of closing. It helps us help you with scheduling, wiring, and providing better customer service.
- 9. Reading Emails:** We try to front load our emails so you know the most important information early in the email. However, there are times where there is vital information throughout the email so please be sure to read the email all the way through.

PREPARING FOR CLOSING

- 1. Schedule the Closing:** Approximately a week before closing, both agents and our firm will work out a time and location for the actual closing. Once all the details have been agreed upon, an invite will be sent to you by email. Please work with your clients to pick a time and location where all parties can attend.
- 2. Settlement Statement:** You will receive a final or preliminary settlement statement 48 hour prior to closing for your approval. Once you have reviewed it, you should forward it on to your client. It will be preliminary if we are missing documents or the buyer's lender has not submitted a final buyer closing disclosure.
- 3. Wiring:** If your client is purchasing, do not pass along our wiring instructions. Inform your buyer the wiring instructions will come from our firm and only through an encrypted portal.
 - a. If your client is selling and wants a wire, remind them they will need to bring their wiring instructions to closing.
- 4. Pay at Close:** Pay at close documents should be sent in at least 24 hours before closing. We have several closing locations, which do not have check printers.
 - a. Make sure they reflect the correct purchase price and holder of earnest money.
 - b. Make sure they are signed by the correct party.
- 5. Earnest Money:** Let us know in advance if you are bringing earnest money to closing.
 - a. If the earnest money is more than your commission please bring the required amount to close.
- 6. Lender Lingo:** CD must be out 3 business days in advance
 - a. Set a reminder in your phone to check on it 3-4 business days prior to closing to see if it has been sent.
 - i. Especially if you have an early closing or a closing after a holiday.
 - b. Don't settle for the term "Docs."
 - i. Lender's often say we sent the docs to the attorney when they mean the lender instructions.
 1. Lender instructions help create the CD; they are not the package of documents to be signed by the buyer.
 2. Make sure to ask if "the package" has been sent.

DAY OF CLOSING

- 1. Double Check Closing Location:** We have several closing locations in addition to our office. Make sure you are going to the correct location at the correct time for the closing.
- 2. Earnest Money:** If you are holding Earnest Money and have informed us you are bringing it, please bring it.
- 3. Timeliness:** Please show up 15 minutes early and expect to attend for approximately 1 hour.