

Buyer Closing Milestones

1

Submit Buyer Information Form

THE LINK IS IN YOUR EMAIL

Upon receiving your contract, our office will invite you to complete an online form with your contact information, financing considerations, and any special circumstances.



2

Transferring Money

WIRING INSTRUCTIONS

All funds needed for Closing must be wired to our account prior to your Closing. We will send you our wire instructions via encrypted email. Before initiating your wire, we require that you first call our office and verify the accuracy of wire instructions provided to you - this is to protect your money.

Be aware of Wire Fraud. We will never send out any alternative wire instructions once provided.



3

Secure Financing

MORTGAGE FINANCING OR CASH

Choose a lender and fulfill their requirements for your loan. Remain in contact with your lender and your Realtor as you go through the mortgage process. If there are changes to the sales contract, be sure to provide them to the lender and our office as soon as possible.

Even if paying cash, you may want to select a hazard/homeowner's insurance policy. Be sure to provide proof of coverage to our office prior to closing.



4

Review Closing Statement

CASH TO CLOSE

Prior to closing, you will receive a secure email through our system with your settlement statement - an accounting of all costs regarding your closing. Please keep an eye out for this email and remember to review it for accuracy in advance of arriving. If you are financing the purchase, you will also receive a Closing Disclosure (CD) from your Lender.

These documents will include the amount due for closing which will need to be wired to our office prior to your closing.



5

Closing Complete

FOR YOUR RECORDS

After closing and disbursement, you will receive a copy of the final executed settlement statement by secure email. Our office will also send you a copy of your Warranty Deed and Owners Title Policy, if applicable.



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