



**Borchini Realty**  
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[www.BorchiniRealty.com](http://www.BorchiniRealty.com)

## **Subject: Buyer's Checklist**

**When submitting a contract offer**, provide the following items to your Realtor:

- Drivers license
- Proof of funds or pre-approval letter
- Trust if you have one
- If you are entering into a like-kind exchange sign the Section 1031 of the Internal Revenue Code Exchange addendum

**After there is an effective contract for the purchase of a property** (date when the last of the parties signs or initials the contract)

- Submit initial deposit to be held in escrow with title company within three days of the effective date
- If obtaining a mortgage
  - Make a mortgage loan application for the financing within five days of the effective date
  - Obtain wood destroying organisms report and submit to mortgage and title companies
  - Obtain loan commitment within forty-five days of the effective date
  - Have a boundary survey conducted or obtain a copy of previous survey
- Have the property inspected and submit repair request to seller within fifteen days of the effective date; submit copies of inspection to mortgage and title companies
- Sign Solivita Age Verification form
- Obtain homeowners insurance policy and provide copy of binder to the title company

## **Thirty days prior to closing**

- Contact utility companies to **turn on utilities on the day of closing**

### **Internet, Cable & Telephone**

Spectrum

<https://www.spectrum.com>

407-215-5544 (press 3 for Association or Multi-Family Dwelling)

407 291-2500 (for additional services and troubleshooting)

Century Link

[www.centurylink.com](http://www.centurylink.com)

800 723-8010

Frontier

<https://frontier.com>

855 398-3010

### **Electricity**

Duke Energy

<http://duke-energy.com/>

407 629-1010, 800 700-8744

### **Water & Sewage**

Toho Water Authority

951 Martin Luther King Blvd Kissimmee, FL 34741

[CustomerService@tohowater.com](mailto:CustomerService@tohowater.com)

<https://www.tohowater.com/customerservice/Pages/Start-Stop-and-Move.aspx>

863 496-1770, 407 944-5000

### **Solivita Membership**

Contact Solivita Membership, Vickie Kellogg, 863 427-7143, [VKellogg@Evergreen-LM.com](mailto:VKellogg@Evergreen-LM.com), to schedule your in-processing appointment and obtain your Solivita badge and gate access and Solivita Live log-on.

### **Post Office**

For new construction, to register and obtain your key to the Community Mailbox, contact the US Post Office at 4774 San Remo Road, Poinciana, FL 34759, 407 846-7945

### **Trash Service**

Polk County Waste & Recycling for receptacles and bulk pick-up

[PolkWasteWise@polk-county.net](mailto:PolkWasteWise@polk-county.net)

[\(863\) 284-4319](tel:(863)284-4319)

### **The day before closing**

- Wire the balance in cash due to the title company
- Buyer or buyer's representative may perform a walk-through inspection of the property; this inspection also may be done on the day of closing prior to closing time

### **After closing**

- The title company will forward the closing documents to the HOA management company, Evergreen Lifestyles Management. A couple of weeks after closing you should receive a new owner's welcome packet from Evergreen Lifestyles Management with payment coupons for your monthly HOA and Club fees. If you do not receive the packet within a couple of weeks after closing, contact Evergreen Lifestyles Management Customer Service (877-221-6919) to verify that they received the closing documents and established your account. If you want to

make your monthly HOA and Club payments via AutoPay, please complete the [Solivita HOA Evergreen Lifestyles Management AutoPay Enrollment Form](#). For a copy, go to [www.BorchiniRealty.com](http://www.BorchiniRealty.com), Useful Information Tab.

- The title company will send the closing documents to the county. The county will record the deed and return it to the title company. This process takes approximately 45 days. After the title company sends you the recorded deed and if you are becoming a Florida resident, then you can apply for property tax exemptions with the Polk County Property Appraiser. See the brochure at the following link:  
<https://docs.google.com/viewer?url=http%3A%2F%2Fwww.polkpa.org%2FDownloads%2FFiles%2FExemptions.pdf>

The following are for your information:

- [Florida Building Energy Efficiency Rating Brochure](#)  
Go to [www.BorchiniRealty.com](http://www.BorchiniRealty.com), Useful Information Tab
- [Solivita Governing Documents](#)  
Go to [www.solivitahoa.com](http://www.solivitahoa.com)  
Click on “Docs & Info” on the top bar  
On the Side Bar, click “Governing Documents – Public”  
This will take you to a list of links. Click on each of the links for PDF version the various Governing Documents

**Susan Borchini**  
**Broker, Borchini Realty**