What do we do for our Agents?

Prosperity Transaction Management

DBA Key Realty Solutions Group

What do we do?

For Contracts

- Thoroughly review all deadlines and timelines
- Send introductory email with executed contract to all parties in the transaction
- We introduce both Lender and Title so they can begin exchanging initial disclosures.
- Confirm escrow has been deposited and obtain a copy of the receipt

Inspections

- Assist with Coordinating/Confirming that any/all inspections are scheduled within the time frame of Contract and ensure all parties have been informed.
- Once repairs have been negotiated between Buyer/Seller through their Agents, we will prepare any addenda necessary, ensure it is executed by all parties and then forward a copy to the appropriate parties.
- Oversee progress of repairs and collect receipts and photos as needed prior to closing.

Condominiums/HOA

- Assist with obtaining necessary condo documents and confirm the buyer has received them.
- Confirm the Buyer makes application and that an interview is scheduled, as required.
- Confirm approval is delivered to the Title company

Financing

(regardless if Seller or Buyer side)

- Confirm the Buyer has made application.
- Make sure appraisal has been ordered. / Follow-up with Lender for appraisal results.
- Monitor underwriting process through receipt of Loan Commitment followed by the Clear to Close.
- Facilitate any extension, as necessary, and notify all parties of the updated timeline.

Lisa Suriano 727-331-1429
Lisa@KeyRealtySolutionsGroup.com

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Title Company

- Request existing Survey and Prior Owner's Policy from Seller. We will deliver them to Title for review of validity.
- Make sure a new Survey is ordered and Elevation Certificate as needed.
- Assist Title with coordinating mail away closings and transfer of escrow as needed.
- Make sure the Home Warranty is ordered, invoice is delivered to Title and the Buyer.

Insurance

- Ensure Buyer is aware of all insurance related tasks typically performed during the Inspection Period. For example: 4 point and Wind Mitigation
- Ensure Buyer is obtaining insurance quotes, assist as needed.
- Ensure the Title Company and Lender have all necessary documentations and invoices.

Before Closing

- Provide Title Company with DA and final walk-thru form.
- Assist with coordinating the final walk-thru.
- Confirm closing time and locations with all parties.
- Provide the Seller and Buyer contact information regarding turning on/off utilities
- Review closing instructions to Buyer and Seller.
- Confirm that the Lender's closing documents will be delivered to Title Company within the necessary time frame to allow proper preparation for Closing.
- Review the final CD and make sure all charges are correct.
- Confirm that the Buyer has received the final amount due at Closing or that the Seller is aware of the amount of proceeds they will be receiving.
- Confirm location of keys/garage remotes for Buyer prior to Closing.
- Confirm with Title that they have a forwarding address for the client.

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Before & After Closing

- Ensure all necessary Documents have been delivered to the Agent's Compliance Team and confirm a DA will be created by the Broker prior to Closing.
- Make sure Final Settlement Statement and copy of checks are uploaded to your Compliance system.

What YOU Do

- Submit fully *executed* Contract & addendums to our email, and complete Contract Submission Form.
- Attend home/termite inspection & negotiate repairs/Seller credits.
- Meet with the appraiser, if necessary.
- Attend final walk through and closing.
- Remove lockbox and sign from the property and update the MLS.
- **Collect your commi$$ion!!**

If Contract Cancels (2 free cancellations for the same property/client, 3rd cancellation there is a $350 fee)

- Prepare Release and Cancellation of Contract.
- Send executed release to the Title Company
- Follow up to ensure the client received the escrow once released.

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7/2024