Customer First

## Pre-Closing Drill

Our ongoing commitment to customer excitement can be demonstrated within the context of this specific timeline of Pre-closing initiatives.

**72 hours:**

* Customer First Associate
	+ Review Final Timelines and Expectations
	+ Review Final Financial Considerations
	+ Review Property Preparations for final walk through
* Transaction Coordinator
	+ Document Identification all parties
	+ Insurance Binders
	+ Source of funds confirmed and scheduled
	+ Closing time, place and directions dispersed

**48 hours:**

* Concierge Services Representative
	+ Finalize Moving Arrangements
	+ Final confirmation utilities and convenience transfers
	+ Prepare moving day timelines and transportation
	+ House cleaning and landscape preparations
	+ Special pet or personal considerations
* Transaction Coordinator
	+ Deliver Final HUD 1 Closing Statement
* Escrow Agent
	+ Arrange wire transfers account access
	+ Arrange for proceeds of sale dispersal

**24 hours:**

* In house attorney
	+ Review HUD 1 closing statement
	+ Review all legal documentation
	+ Execution