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