



*"Sure 2 Close makes it possible for me to focus my energy on the 20% of activities that yield 80% of my business. Knowing that every detail is handled professionally & timely makes all the difference!"*

*- Neal Oates, Jr.*



Sure 2 Close, LLC



**SURE 2 CLOSE, LLC**

**THE Concierge Closing  
Company**



## Listing Side Transaction

\$395 per transaction

- Review sales contract for accuracy & completion
- Provide executed documents to all parties
- Email introductory email & critical dates to all parties
- Obtain HOA documents from seller & deliver to buyer
- Prepare all necessary addenda
- Coordinate seller documents with title co. or attorney
- Verify appraisals
- Obtain loan approval
- Maintain in constant contact with all parties & weekly updates
- Request DA from brokerage
- Verify clear to close, figures & verify loan documents have been delivered to title co.
- Set up final walk-through with all parties



## Buyer Side Transaction

\$395 per transaction

- Review sales contract for accuracy & completion
- Provide executed documents to all parties
- Email introductory email & critical dates to all parties
- Obtain HOA documents from seller & deliver to buyer
- Prepare all necessary addenda
- Coordinate inspection
- Verify appraisals
- Coordinate escrow deposits
- Ensure condominium application has been submitted
- Obtain & deliver loan approval
- Maintain in constant contact with all parties & weekly updates
- Review estoppel if necessary
- Request DA from brokerage
- Verify clear to close, figures & verify loan documents have been delivered to title co.
- Set up final walk-through with all parties

## Both sides transactions

(listing & buying) \$495

We handle your transaction from contract execution to closing with all of the services included on the listing & buying side.

### Agent Responsibility

- Submit executed contract & addenda within 1 day of execution
- Complete Sure 2 Close Buyer or Seller questionnaire
- Negotiate repairs, appraisal issues and any changes to the contract
- Obtain all keys, fobs, clickers, etc prior to closing
- Perform final walk-through & attend closing (if needed)
- Review settlement statement & approve commission

### Contact Us

**Sure 2 Close, LLC**

(305) 741-4804

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Visit us : [www.sure2close.com](http://www.sure2close.com)



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