

ELLEBEK Premier Real Estate Group

Your Comprehensive Guide from Search to Closing

| The Roadmap to Your New Property

1. Discovery & Consultation

We begin by understanding your unique goals, investment criteria, and lifestyle requirements to curate the perfect property list.

2. Strategic Search

Leveraging our market expertise, we filter high-potential opportunities, conducting thorough site analyses to ensure they align with your business or personal vision.

3. Offer & Negotiation

We draft precise letters of intent and formal purchase agreements, negotiating favorable terms on your behalf to protect your interests.

4. Due Diligence

We oversee inspections, zoning verification, and title reviews, ensuring complete transparency and compliance before moving forward.

5. Closing & Handover

We coordinate with attorneys and escrow agents to facilitate a seamless closing process, ensuring all documentation is accurate and ready for final execution.

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Post-Closing Essentials & Homeowner Success

Preparing for Your Closing & Move-in

As your closing date approaches, please ensure the following logistics are finalized to guarantee a seamless transition into your new property:

- **Utility Transfers:** Coordinate the transfer of all essential services—including electricity, gas, water, and waste management—into your name effective as of your closing date.
- **Homeowner Association (HOA):** If applicable, confirm that all HOA registration forms are submitted and that you have received access to community amenities or portals.
- **Relocation Logistics:** Confirm your scheduled move date with your professional moving team and ensure access arrangements for the property are clear.

Your First Month as a Homeowner

The first thirty days are vital for settling in and protecting your investment. You can expect to:

- **Organize Your Closing Documents:** You will receive a comprehensive binder containing your Deed, Title Insurance policy, Closing Disclosure, and all inspection reports. Store these in a secure, fireproof location.
- **Establish Maintenance Routines:** Perform a thorough walk-through to test all systems (HVAC, plumbing, and appliances). Schedule a professional deep clean if not already completed.
- **Property Tax & Records:** Ensure your mailing address is updated with local tax authorities to receive future property tax assessments directly.

- **Emergency Preparedness:** Familiarize yourself with the location of main water shut-off valves and the electrical breaker panel.

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Property Care & Professional Network

Homeowner Maintenance Quick-Tips

Proactive maintenance extends the life of your home systems and ensures your safety. We recommend the following monthly routines:

- **HVAC Efficiency:** Replace your HVAC air filters every 30-90 days to maintain optimal airflow and indoor air quality.
- **Laundry Safety:** Clean your dryer vent hoses annually to remove lint buildup—this is a critical step in fire prevention.

Trusted Professional Network

Keep this list accessible for when you need reliable, professional assistance with your property maintenance.

Service Type	Professional Contact	Phone Number
HVAC Technician		
Plumber		
Electrician		
Handyman/General		