

OPENING FILE:

1. Netronline.com -

Public Records online

Florida Map

County property is in

(A) \_\_\_\_\_\_ County Property appraiser (Go to Data Online)

(B) \_\_\_\_\_\_ County Clerk/Recorder (Go to Data Online)

(C) \_\_\_\_\_\_ County Revenue Collection (Go to Data Online)

PROCESSING FILE"

1. Open File in Qualia
2. Order lien search
3. Order title commitment
4. Order payoff (if applicable)
5. Send copy of lien search to agents if anything is pending
6. Order estoppel (10 days prior to closing date - if buyer is approved)
7. Order survey (If applicable) 5 days prior to closing date

CLOSING FILE:

1. Receive closing instructions from the buyer's lender if financed
2. Prepare closing HUD and send to bank's closer for review/approval
3. Coordinate time for closing with all parties
4. Prepare seller's documents per our commitment
5. After HUD approval, send approved HUD to both agents and attorneys if any involved
6. Print closing documents

POST CLOSING:

1. Send out via FedEx along with copy of the **Deed and HUD** signed by all parties the following:
2. Commission checks
3. HOA payments
4. Homeowner's Insurance Payment
5. Property Taxes due
6. Broker's checks with copies of the documents they requested to be sent to them

ALL OTHER PAYMENTS CAN BE SENT OUT VIA REGULAR MAIL.