

**TW Shortt Realty, FlatFeeDirect.com**  
**Terrell W. Shortt Licensed real estate broker KY and FL.**

Paperwork and processing plan..

***What we do:***

- Prepare the sales contract.
- Assist in the preparation of required disclosures.
- Offer and arrange for Home Warranty if applicable.
- Complete “Net to seller” worksheet.
- Complete “Buyers closing costs” worksheet.
- Coordinate pre-closing inspections.
- Act as trust agent for the earnest money deposit.
- Coordinate the closing process.
- Review and explain the settlement statement.
- Answer real estate related questions.

***What we ask you to do:***

- Come to our office with “ready/willing/able” buyer.
- Provide us with copy of deed to selling property.
- Cooperate with us in completing all required paperwork.
- Cooperate with inspectors/appraisers/lenders/brokers.
- Complete any “agreed to” repairs before closing.
- Conduct final “walk-thru” between buyer and seller.
- Attend closing.
- Provide us with all closing documents.