

KELLER WILLIAMS REAL ESTATE

July 30, 2015

RE:

Dear

Congratulations! Now that we have completed negotiations on the purchase of your new home, we can begin preparations for the upcoming settlement of the property. I have enclosed information detailing the important steps, which will take place between now, and the date of settlement. Please carefully review the **Buyer's Checklist** to be certain that you are familiar with all aspects of the process. To insure a smooth and successful Closing, I would like to place special emphasis on the following items and ask that you put them on your current "To Do" list:

- Make certain that we have provided you with a fully executed copy of your Agreement of Sale. Be certain to also include in your files a copy of the property description as well as a signed copy of the Seller's Property Disclosure Statement.
- The Title Company you have selected to conduct the Settlement is First Land Transfer. They will do a title search which will report all liens and judgments on the property. This report should be available in about 3 weeks. We will email you a copy.
- I will assist you in scheduling and completing the Home Inspection, as well as all other inspections including termite and radon, if required by contract. We will insure that all necessary certifications and documentation are provided at the conclusion of the inspection process.
- You must obtain Fire/Homeowner's Insurance on your new home. Please make sure that you apply for insurance as soon as possible. Be certain to provide a copy of your insurance policy to your lender. If you need an Insurance Co., please let us know.
- Prior to Settlement, you must call to transfer all utilities including electric, gas and water to your name. Phone numbers for utility

companies have been provided on the enclosed **Buyer's Checklist**. Also contact the Phone Company and Cable TV Company.

- Notify fuel dealer if applicable. The Pennsylvania Agreement states that any fuel remaining in the tank at the time of Settlement is part of the sale and the Seller receives no reimbursement.
- Notify Trash Removal Company, if private.

Please know that we are here to assist you throughout the entire process and encourage you to call us as questions may arise. We are here to do whatever it takes to insure that the process is a smooth one, and to help make the purchase of your new home a very happy experience!

Sincerely,

Keller Williams Real Estate
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Exton, PA 19341
610-363-4300