**1 - Make sure your client gets escrow in immediately.** Most title companies and attorneys will allow them to wire funds. You do not need to drop of checks. This should happen between the client and the closing company directly. You’ll want to get a receipt ASAP. Typically 3 days.

**2 - Schedule inspections RIGHT AWAY.** Clay Owens offers a free PRE-INSPECTION if you’re interested.

***Clay Owens***

Certified Master Inspector

CGC# 1516750

MRSA2696

HI 533

Owens Construction & Inspection Services LLC

941-993-0603

[homeinspectorssarasota.com](http://homeinspectorssarasota.com/)

<https://www.youtube.com/watch?v=XLvrb_yr8UI>

**3 - Please make sure to get disclosures started right away. This can take weeks with the back and forth. Here’s a list of the most common needed disclosures:**

*Seller’s Disclosure*

*Lead Based Paint (for homes built prior to 1978)*

*HOA / Condo disclosure*

*Trend Addendum - This is required by ALL buyers...and with any Trend Listing*

*Agent Interest - If this home is for you or your family you’ll need to disclose the license status*

*Pre-Approval - you’ll need to get a copy of a pre-qual or pre-approval*

*Proof of funds - Cash offer? Get a proof of funds*

**4 - Transaction Desk - Transaction Desk Questions are addressed every Wednesday at our Training Sessions or contact them directly:**

#### *Contact TD by phone: 800-668-8768.*

#### *Lone Wolf Technologies Support is available 24 hours a day, seven days a week. We recommend this, during business hours, for the fastest response and resolution times.*

#### *Contact us by email: tdsupport@lwolf.com*