

RE: Policy for Walk Through and Buyer Orientations

1. **Walk Through:** It is normal practice, and the preferred option, for a Buyer to be present for a walk through with their Agent and Builder Representative. The Listing Agent will contact the Buyer's Agent to schedule a walk through to take place at least one week prior to Closing. Though often difficult for a Buyer to meet this timeline, it is necessary to allow the Builder adequate time to make the repairs and touch up items noted at the time of walk through. If the Buyer is present for the initial walk through, a final walk through would be at the discretion and responsibility of the Buyer's Agent.

2. **Agent Walk Through:** We often are working with Buyers who are not in the Jacksonville area and will not be present until the day of Closing. If this is the case with you/ your Buyer's, the Buyer can designate someone to do the walk through on their behalf. Often times, this is the Buyer's Agent. If it is someone other than the Buyer's Agent, the Buyer's Agent should attend the walk through with the delegated person. The Superintendent will be present and will be doing the walk through process with the delegated person and the Buyer's Agent. The walk through cannot take place via FaceTime (or similar programs). If the delegated person is the Buyer's Agent, the agent can do the walk through but it is now mandatory that the Buyer's Agent schedule through the Listing Agent and Builder Representative **MUST** be present. However, the Buyer's Agent is expected to note paint touch items with painters tape and email a detailed list of any repairs or touch up items to Pattie Locke (Pattie4TAS@gmail.com), at least 1 week prior to Closing.

3. **Buyer Orientation:** If the Buyer is not present for the walk through, a Buyer Orientation will be scheduled, prior to Closing, to take place immediately after Closing, or upon the Buyer's arrival to the area.

*Please note: The Builder attempts to make all noted repair/ touch up items prior to the day of Close. Sometimes, depending on the repair item(s), there could be a delay in repair. If this happens, Sydes will coordinate with the new homeowner to have the repair(s) made as quickly as possible.

In the case where a **home inspection** has been done, it is the responsibility of the Buyer's Agent to send the home inspection along with a due diligence request and agreement to the Listing Agent, no later than 1 week prior to Closing, but as soon as possible to ensure repairs can be completed, preferably before the walk through.

Closings will be scheduled by the Listing Agent. The Seller requires a Clear to Close by the Buyer's Lender for the Closing to be set.

It is our goal for the process to be a smooth transaction for our Buyers and Realtors alike. Thank you in advance for your cooperation. If you have any questions, please call Terri Alphin Smith, Listing Agent, at 910-358-1128.

Buyer Signature

Buyer Signature

Buyer's Agent Signature