



COLDWELL BANKER
**SEA COAST
ADVANTAGE**

A. SYDES CONSTRUCTION, INC.

THE PROPERTY IS UNDER CONTRACT.... NOW WHAT?

CONTRACT TO CLOSING INSTRUCTIONS FOR LENDERS/BUYER AGENTS

The Closing Attorney for all A. Sydes Construction homes is:

Steven K. Bell

2809 Village Way

Trent Woods, NC 28562

Phone: 252-633-1236

closings@stevenkbell.com

**ALL REQUESTS FOR TITLE WORK AND BUILDER DOCUMENTS
SHOULD BE MADE DIRECTLY TO:**

EVELYN MABERY - closings@stevenkbell.com.

**ALL INQUIRIES RELATING TO THE BUILD STATUS SHOULD BE
DIRECTED TO:**

Leontine Zambrano at LeontineZambrano@SeaCoastRealty.com

252-259-0374



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As the home nears completion the Listing Agent will do the following:

- Advise Lender and Buyer Agent when the home is 95% complete and the appraisal can be ordered.
- Schedule the Orientation for the buyer(s) to walk through the property with a representative of A. Sydes Construction. Orientation guidelines will be sent out prior to closing. IF the buyer intends to have a home inspection, PLEASE INFORM Leontine so this can be scheduled.
- Schedule the closing with Evelyn at Mr. Bell's office. PLEASE NOTE Evelyn will NOT schedule closings at the request of the buyer's agent or lender as closings must be coordinated and approved by the builder.
- Deliver the 99 A/B and Certificate of Occupancy to the Lender and Closing Attorney.
- Confirm timing of final walk through to be conducted by the buyer agent and buyer(s) to ensure all items detailed on the punch list prepared at the Orientation are complete. Incomplete items may be moved to the 30-day punch list but ALL PAINT concerns MUST be addressed prior to closing.

KEYS WILL ONLY BE DISTRIBUTED ONCE THE SALE IS ON RECORD AT THE COURTHOUSE. NO EXCEPTIONS WILL BE MADE.