

Seller DESTINATION SOLD

Receive
Contract



Secure Portal
Email Invite



Contract Review



Review & Verify
CLEAR TITLE!



Order Payoff & Obtain HOA
Financial Statements
(As applicable)



Schedule Closing with
Buyer, Seller, Agents & Lenders



Prepare Closing Documents &
Order Deed from Law Firm



ALTA Settlement
Statement to Seller

★★★★ Look at this right away! ★★★★★



Seller Proceeds

You will fill out a Proceeds
Authorization Form AT CLOSING
We ONLY take these instructions in-person



Scan **FOR MORE
SELLER RESOURCES**



Closing Time!
Time to Celebrate!





Seller DESTINATION SOLD



FROM CONTRACT TO KEYS, MBH HAS YOU COVERED!

A lot will happen between now and your closing date.

Understanding the process and how the MBH team of experts and attorneys is supporting you in the sale of your home will help ensure a smooth transaction!



MBH RECEIVES CONTRACT

Once you have accepted an offer on your property, your real estate agent can begin the process by sending your contract to MBH!



RECEIVE SECURE PORTAL EMAIL INVITE

Check your email! You'll receive an invite to the portal. You can follow the process in MBH's **Secure Online Portal!**



CONTRACT REVIEW

Our team of experts meticulously reviews your contract to ensure details are in order and that the terms are fully carried out at your settlement.



REVIEW & VERIFY CLEAR TITLE

MBH reviews the title insurance commitment for any underwriting requirements are satisfied and the property is suitable for transfer of title.



ORDER PAYOFF & OBTAIN DOCUMENTS

To ensure all debts are settled, MBH orders and verifies payoffs. Additionally, MBH collects HOA financial statements, Trust, POA, Estate, and Affidavit Documents, as applicable.



SCHEDULE CLOSING

Mark your calendar! We're coordinating the final details with buyers, sellers, lenders, & agents regarding closing time, date, location, etc.



PREPARE CLOSING DOCUMENTS & ORDER DEED FROM LAW FIRM

MBH facilitates the documents and orders the deed from the Law Firm for the closing of your choice: traditional in-person, e-Closing, or remote!



ALTA SETTLEMENT STATEMENT TO SELLER

Receive and review the ALTA Settlement Statement to verify all financial details and ensure accuracy. *Review this right away!*



SELLER PROCEEDS

At closing, you will complete a Proceeds Authorization Form. You choose via wire or a check. For your safety, we **ONLY** take the instructions in-person!



Closing Time! Time to Celebrate!



www.mbh.com



703-277-6800