



BUYERS INSTRUCTIONS

After a Contract of Sale is executed and agreed to Buyers should note it is your responsibility to:

1. Wire transfer or express mail the balance of deposit at least 2 days before it is due per the Contract so it arrives by the appropriate time. Then FAX me the tracking information so it will be expected
2. IMMEDIATELY select and retain a local VI attorney to conduct a preliminary title search on the property. They should provide you with all up to date recorded information pertinent to the property (covenants & restrictions, association bylaws, etc.). If you do not plan to be present for the Closing they will send you a Power of Attorney form to be filled out and returned. They will also obtain title insurance, and handle the Closing. There are many good attorneys here but they are all generally busy so be sure to ask if they can provide the service you need in a timely fashion. We are happy to supply you with a list of local attorneys if you do not have one in mind already. Let us know ASAP who you will be using so we can FAX a legible copy of your contract to them.
3. If you are buying an improved property (house or condo) and desire inspections, IMMEDIATELY select local inspectors to do the structural and termite inspections if applicable. Again keep in mind that time is of the essence, make arrangements as soon as possible so they can accommodate you within the contractual time line. We will coordinate the inspections as they need to be scheduled with property owners or managers. It's most convenient to do all inspections at once. We are happy to supply you with a list of local licensed architects and contractors who provide this service if you do not have one in mind already. We can also give you a list of termite inspectors if you need it.
4. IMMEDIATELY apply for a mortgage if this is applicable to your purchase. The banks here are somewhat slow. SUPPLY ALL INFORMATION they require in a timely fashion by FAX or EXPRESS MAIL not regular or Priority mail. They typically will ask for more information even after you think you have sent them absolutely everything required. Again let us know what lender you will be using so we can FAX them a legible copy of the Contract. We will also coordinate the appraisal appointment and as built survey with them if appropriate.
5. If you are purchasing a home or condo we will help coordinate the transfer of utilities. To do this we will need a copy of your current driver's license, an address for billing and a Power of Attorney. Then we will need checks for the deposits. We will handle electricity/power (WAPA) and telephone (INNOVATIVE). Rental managers must handle cable TV as it requires removal and replacement of the cable box, often while guests are there.
6. Prior to Closing you will need to wire additional funds to your attorney.