

THE CLOSING PROCESS

STEP 1

Agent executes buyer agency agreement and Azalea Title disclosure to buyer client.

STEP 2

- Agent identifies “Closing Attorney” on purchase contract as “Ponder Law, LLC/Azalea Title, LLC.”
- Agent identifies “Escrow Agent” on purchase contract in section 5. “As Ponder Law LLC.”
- Agent has buyer sign Azalea Title disclosure if not signed when buyer agency agreement procured.

STEP 3

Agent delivers executed purchase contract and executed Azalea Title disclosure to Azalea Title either via email to closings@azaleatitle.com or by delivering the executed contract to Azalea Title office located at 1016 Woods Crossing Road, Suite 300, Greenville, SC 29607.

STEP 4

Agent directs buyer to deliver earnest money to Ponder Law, LLC using any of these methods:

- Utilizing the Earnnest app on the Ponder Law website (www.ponder.law) home page by clicking on “Deposit Earnest Money” button (\$18.00 processing fee).
- Wiring funds to Ponder Law IOLTA account.
- Delivering a physical check payable to Ponder Law, LLC to 1016 Woods Crossing Road, Suite 200, Greenville, SC 29607.

STEP 5

Azalea Title, LLC emails copy of contract and engagement letter to closings@ponder.law, and Ponder Law, LLC prepares for closing.

