



# Please join us

3 Hours CE Credit

## Preparing and Conducting a Real Estate Transaction

### *What Every Real Estate Agent Should Know*

Gain a better understanding of the closing process including what may be required at closing and steps to help it go as smoothly as possible. This 3-hour Continuing Education (CE) course provides valuable information and insight on the following topics:

- Executed real estate contract and addendums and how they affect the preparation of the closing documents
- Items needed by the closing agent to begin the closing process
- Reviewing title commitments and policies
- Preparing buyers and sellers for closing and how to explain a RESPA-related closing statement
- Reading a survey, why a survey is required in Florida, and survey matters that may affect a closing
- Issues that may prevent a transaction from closing, role of each party in the closing, and documents that are signed and delivered at the time of closing

### Presented by:

**Sue Dutcher**

Education and  
Special Projects Director  
First American Title



**Thursday, July 7<sup>th</sup>  
9:00am - 12:00pm  
Englewood Area Board  
of REALTORS®**

3952 North Access Road  
Englewood, Florida 34224

*Course cost: \$10.00 | Breakfast provided*

### Brought to you by:

**Beth Garcia, Owner**

Coastal Security Title

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### RSVP by July 1<sup>st</sup> to:

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*To receive CE credit, please provide your Florida  
Real Estate License number at registration.*

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License# \_\_\_\_\_