

## **BUYER PRE-CONSTRUCTION**

### **Admin:**

- Create Digital (Pending escritura on Server) and Physical Files,
- Available to receive clients at HZ office to scan basic documents, sign the originals,
- Request all necessary documents from the buyers,
- Sales Report,
- Aviso – Print contracts, IDs, KYCs and deliver all to Luz (separate file).
- Payments – request wire transfer confirmations from the buyers,
  - make sure that buyers receive their receipt,
  - follow up on every payment, according to the payment plan agreed in the contract.
- coordinate signing of the contract,
- request the original contract to be sent to BWR,
- coordinate the delivery (documents, balance payment, maintenance payment),
- coordinate closing process (documents, closing costs, deed, CFDI) – agent goes to the closing

### **Duties NOT included:**

- Visits with the client at the construction,
- Due diligence documents,
- Review of contract with client,
- Delivery walkthrough,
- Receiving technicians, deliveries,
- In-house post-closing concierge: gift past closing, new owner letter (providers list), contract for utilities,
- Going to the closing,
- Dealing with unconformities, issues related to contract or unit.