



Key Solutions, LLC
P.O. Box 958 • Sykesville, MD • 21784
Phone: 877-334-3633 • Fax: 410-655-9535
info@KeySolutionsLLC.com
www.KeySolutionsLLC.com

Let Us Open Your Doors to Financial Freedom!

Checklist for Buying Handyman Specials with Key Solutions, LLC

√ **Day 1**

This is a critical step in order for us to mark the properties as **CONTRACT PENDING**.

Upon signing purchase agreements, **FAX** a copy of the signed agreements, the **DEPOSIT CHECK(S)** and **PROOF of FUNDS** to the office to the fax number below. Of course, you can white out account numbers associated with the Proof of Funds. **PROOF of FUNDS** is needed for ALL CASH deals and purchases with partial Hard Money Loans.

Once receiving confirmation that your contract was accepted, OVERNIGHT the original documents, the contract deposit, and the applicable service fees below to (send checks – no money orders):

- **Contract Deposits Payable to Key Wholesalers, LLC**

If applicable:

- **Hazard Insurance and Hard Money Brokering Fees Payable to Key Solutions, LLC**
- **Mail Box Agent Fee Payable to Key Solutions, LLC**

Via US Postal Mail

Note: ELIMINATE Signature REQUIRED!
Key Wholesalers, LLC
P.O. Box 958
Sykesville, MD 21784
877-334-3633 ph
410-655-9535 fax

Via any other carrier

Key Wholesalers, LLC
1498-M Reisterstown Rd
Ste. 227
Baltimore, MD 21208
877-334-3633 ph
410-655-9535 fax

√ **Day 1**

Cash buyers: Email our Business Development Associate, Deborah Purnell if you would like for Key Solutions, LLC to help you get your Builders' Risk Insurance Policy. Deborah will broker the policy for you. **Complete the Hazard Insurance Brokering Agreement and OVERNIGHT it with the contract.**

Deborah Purnell

Business Development Associate
Key Solutions, LLC
410-655-9535 Fax

Deborah@keysolutionsllc.com email



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Hard Money Loan applicants: Email our Business Development Associate, Deborah Purnell to tell her that you want us to broker a Hard Money Loan for you.

Deborah Purnell
Business Development Associate
Key Solutions, LLC
410-655-9535 Fax
Deborah@keysolutionsllc.com email

For all Hard Money applicants, make sure you OVERNIGHT both the Hard Money and Hazard Insurance Brokering Agreements with the contract.

√ **Day 3-7 – VERY IMPORTANT!!!!**

- Follow-up with Barbara to check on the status of your Hard Money Loan and/or Insurance application to see if she needs anything from you. If so, turn around the request ASAP!
- **Are you using Equity Line Funds?** If so, Equity Line Funds take about 7 days to draw and deposit before getting a Cashier's Check needed for closing. Start this process now so you are ready for closing.

√ **Day 10**

Call BGE @ 410-685-0123 to tell them that you need gas and electric turned on in your name effective your projected date of settlement. If BGE needs to come out to the property to turn on service, you need to email Barbara to get the key code access combo for your property to give to BGE. In the event that a contractor has not been assigned to your property prior to the settlement date, you may have to wait a 3-5 business days after settlement to get a contractor assigned and the access code to schedule BGE to turn on service.

Note: BGE needs at least 3 business days to fulfill a request to turn on service if the gas and electric is currently off at the location. A delay in turning on the gas and electric after you have been given the access information may delay the progress of the renovation.

Touch base with Key Solutions, LLC to get the projected settlement date if not known.

Barbara Rogowski
Business Development Assistant
Key Solutions, LLC
410-655-9535 Fax
Barbara@keysolutionsllc.com email

√ **Day 11-21**



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Very Important: Get ready for closing. Be flexible with the scheduled settlement date/time. Most title companies and lenders CANNOT do evening settlements! Typical settlements times will be 10 AM - 4 PM taking about 1 hour in duration.

Note: Your closing funds will need to be in the form of a Cashier's check or Bank Check. If Key Handyman, LLC is consulting for you on your property renovation, you to send in the consulting fees the rehab consulting agreement.

√ **After Closing**

- 1. Let Key Handyman, LLC know when you have funded your rehab with your contractor so we are aware the job has started. Let us know when you need inspections done per the rehab consulting agreement. The funding for your rehab should be sent directly to your contractor. The payment for the rehab consulting fees should be sent to Key Handyman, LLC.**

OVERNIGHT the agreed upon amount payable to (**Bank or Cashier's checks** – no money orders):

Via US Postal Mail

Note: ELIMINATE Signature REQUIRED!
Key Handyman, LLC
P.O. Box 958
Sykesville, MD 21784
877-334-3633 ph
410-655-9535 fax

Via any other carrier

Key Handyman, LLC
1498-M Reisterstown Rd
Ste. 227
Baltimore, MD 21208
877-334-3633 ph
410-655-9535 fax

Kevin Davis will be your contact for rehab status updates/inspections per the rehab consulting agreement.

Kevin Davis

Business Development Associate
Key Solutions, LLC
410-655-9530 Fax
Kevin@keysolutionsllc.com email

- 2. You need to change the mailing address your Real Property.** Your letter should include the following (for additional info. go to http://www.dat.state.md.us/sdatweb/rp_address.html)

Change of Mailing Address - Real Property

If the wrong mailing address appears on your real property assessment notice or real estate tax bill, or you would like to change the address to which your tax bills, assessment notices, and other correspondence are sent, please send or fax a letter to the assessment office for the jurisdiction in which the property is located. The letter must:



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- state the account number and address of the property;
- state the address to which correspondence should be sent;
- state the address of the owner's principal residence; and
- be signed by the property owner.

A person or married couple can only have one principal residence. "Principal residence" is the one dwelling where the homeowner regularly resides and is the location designated by the owner for the legal purposes of voting, obtaining a driver's license, and filing income tax returns" (COMAR 18.07.03.01 (B)(3)).

Only the owner's principal residence is eligible for the [homestead credit](#), the [Homeowners' Tax Credit](#) and other State and local tax credits and programs. In addition, only the owner's principal residence is eligible for "semi-annual" property tax payment program. The Department may request documentation to verify that a dwelling is the principal residence of a homeowner (§ 2-218(a) Tax-Property Article, Annotated Code of Maryland).

Please see our [Local Offices](#) page for the addresses and fax numbers of the assessment offices.

BALTIMORE CITY

Mr. Owen C. Charles, Supervisor of Assessments
William Donald Schaefer Tower
6 Saint Paul St., 11th Floor
Baltimore, Maryland 21202-1608
Hours: 8:00 to 5:00
(410) 767-8250
FAX (410) 333-4626
E-mail: baltcity@dat.state.md.us

3. **You need to change the mailing address for your LLC. Your letter should include the following:**

Change of Mailing Address - LLC

Please mail a letter to the SDAT office address below to request a change of the mailing address for your LLC. The letter must:

- state the name of the LLC;
- state the new mailing address to which correspondence should be sent; and
- be signed by the LLC owner/managing member with a printed name as well.

Mail completed forms to:

State Department of Assessments and Taxation
Charter Division



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301 W. Preston St.
Baltimore, MD 21201-2395
(410) 767-1340

- 4. Make sure the water service to your property is intact using the numbers 410-396-5352 or 410-396-5398 after hours. Also water problems such as low water pressure or a water meter leak, dial 311 or 410-396-5352 or 410-396-5398 after hours.**