



**Key Solutions, LLC**  
P.O. Box 958 • Sykesville, MD • 21784  
Phone: 877-334-3633 • Fax: 410-664-6520  
info@KeySolutionsLLC.com  
www.KeySolutionsLLC.com

**Let Us Open Your Doors to Financial Freedom!**

## **Checklist for Buying Ready-Made-Deals 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  
410-664-6520 fax

#### **Via any other carrier**

Key Wholesalers, LLC  
1498-M Reisterstown Rd  
Ste. 227  
Baltimore, MD 21208  
877-334-3633 ph  
410-664-6520 fax

### √ **Day 1**

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

#### **LaDonna Reeder**

Business Development Assistant  
Key Solutions, LLC  
410-664-6520 Fax

[LaDonna@keysolutionsllc.com](mailto:LaDonna@keysolutionsllc.com) email



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## **Checklist for Buying Ready-Made-Deals with Key Solutions, LLC**

### √ **Day 1**

**Hard Money Loan applicants:** Email our Business Development Assistant, LaDonna Reeder to tell her that you want us to broker a Hard Money Loan for you.

**LaDonna Reeder**  
Business Development Assistant  
Key Solutions, LLC  
410-664-6520 Fax  
[LaDonna@keysolutionsllc.com](mailto:LaDonna@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 LaDonna 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**

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

**LaDonna Reeder**  
Business Development Assistant  
Key Solutions, LLC  
410-664-6520 Fax  
[LaDonna@keysolutionsllc.com](mailto:LaDonna@keysolutionsllc.com) email

### √ **Day 11-21**

**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 Solutions, LLC is renovating the property for you, we will need the 1<sup>st</sup> draw before beginning the job.**