

# Debbie Diaz

11367 Newark Street

Henderson CO 80640

720-371-2474

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## Professional Summary

Closing Coordinator seeking a position with an organization where I can apply fifteen years of knowledge and experience in the real estate market, which includes: New home construction, processing (contracts, mortgage documents, and title documents), customer service, administrative duties, warranties and scheduling of projects.

## Experience

CAPITAL PACIFIC HOMES – Englewood, Colorado 2000 – Present

### **Closing Coordinator:**

Coordinates closings with buyers, mortgage companies, real estate brokers and title companies from date of contract execution until closing. Verifies and processes contracts according to contract terms and conditions: Sales price, incentives, closing costs, commissions, dates, inserted language and earnest money. Begins process with title companies by ordering title commitments and documents necessary for closing. Reviews HUD Settlement Statements for accuracy. Manages company's files, open lot files, title commitments, engineering letters, and structural warranties. Releases selected cabinet and flooring orders to subcontractors. Ensures contract is complete and enters it into the FAST software system. Updates Work In Progress (WIP) Report and distributes to all the required personnel. Coordinates customer walk-through and closings with construction personnel prior to closing. Monitors contract contingencies and loan approvals. Issues keys to the property and expedites warranties to title companies to transfer title to buyer at closing. Maintains contact with mortgage companies to ensure loans are approved and to provide any necessary documents on behalf of the builder. Updates company systems to reflect the status of properties under construction, inventory, and closing of properties. Prepares building permits to begin the process of a spec or sold home. Processes Addendum "O" which adds or deletes options to build home and releases pending purchase orders. Processes Variance Purchase Orders. (VPO's) to ensure payments are made to subcontractors. Utilizes Microsoft Office, Outlook, 10-Key, Internet, and FAST System on a daily basis. Licensed Notary.

SECURITY TITLE GUARANTY COMPANY – Westminster, Colorado 1998-2000

### **Closing Agent for New Home Builders**

Greeted customers and assisted with any questions regarding their closing. Coordinated closings with builders, buyers and real estate brokers. Reviewed contracts and ordered title commitments. Prepared real estate documents and closing settlement statements per VA, FHA, and Conventional loan guidelines. Prepared loan documents and presented to the buyer. Reviewed lender and real estate closing instructions, endorsements, conditions and sale proceeds. Reviewed closing documents for accuracy, names, addresses and legal descriptions. Confirmed and balanced files, recorded legal documents, processed loan pay-offs and claim wires.

MELODY HOMES – Westminster, Colorado 1996-1998

### **Customer Service Representative**

Provided customer service. Processed contracts and disbursed them to title companies, real estate brokers and lenders. Prepared report for closing meeting to review each house near completion and to release dates for closings. Managed sold property files and prepared for closing. Processed "option" addendums necessary to build all inventory spec and sold homes. Mailed post cards to buyers giving them the status on the construction progress of their homes. Ordered home warranties.

## Education

Diploma – Mapleton High School

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