1. **SCOPE OF SERVICES**

Attorney shall provide closing and other real estate related services to the County as provided herein.

* 1. **General Requirements**
		1. Attorney must be a member of the Florida Bar and shall have a minimum of five (5) years of experience providing real estate and closing services.
		2. Attorney shall supervise any support staff utilized to perform services; support staff shall be qualified and fully licensed to perform the relevant services provided.
	2. **Closing Services**
		1. Attorney shall act in the capacity as the Closing Agent and perform all duties required of a Closing Agent including but not limited to the following:
			1. Obtain the estimated amount of taxes due and arrange for the amount to be held in escrow by the Tax Collector in accordance with Section 196.295, Florida Statutes, as amended.
			2. Provide title insurance commitments and policies upon request. Title commitments shall be signed by the title agent unless otherwise specified. Copies of the commitment and supporting documentation shall be submitted unless otherwise specified.
			3. Handle miscellaneous County right of way donations/transfers when properties are donated (via developer donations or other transfer means), where title insurance will be issued using the Property Appraiser’s value, if necessary, coordinate the closing, and prepare closing document utilizing County approved forms.
			4. Prepare the Settlement Statement for review and prepare all other closing documents utilizing County approved forms.
			5. Notify County when buyer or seller changes, manipulates, or revises any County approved closing forms.
			6. Provide any closing documents well in advance to County for review and approval. If the County is the buyer, provide the Settlement Statement at least ten (10) business days prior closing to request funding.
			7. Meet with County as needed as to the status of pending closings to discuss any issues or concerns related to the closing(s).
			8. Conduct real estate closings which shall take place at the closing agent or County’s offices unless otherwise requested by the County.
			9. Advise the County if there are any problems surrounding the closing, including the need for assistance in obtaining clear title.
			10. Issue and deliver the final Owner’s Policy and the original recorded Warranty Deed to the County, if applicable.
			11. Provide a copy of all signed documents to all parties to the transaction.
			12. Obtain partial releases, satisfactions, and other information required for closing.
			13. Ensure that all federal state, local, and Internal Revenue Service requirements are complied with in connection with the closing.
		2. The County shall not pay more than the promulgated rate for Title Insurance when Title Insurance is required as part of the closing transaction.
			1. Discounts from the promulgated rate, if any, shall be provided on the Fee Schedule. Discounts from the promulgated rate are only applicable if the County is purchasing Title Insurance.
			2. On Call Attorney for Closings shall provide rates for conducting a closing with Title Insurance and rates for conducting a closing without Title Insurance.
		3. Any cancellation fees shall also be provided in the event a Title Commitment is requested, and the closing does not occur.
		4. All fees and costs shall be included within the quoted rates for closing services, including document preparation costs. Fees and costs shall be itemized.
	3. **Additional Real Estate and Related Legal Services**
		1. Provide legal services in complex real estate transactions when requested by County, including assistance with obtaining clear title. (Fees for such services to be agreed upon prior to services being performed.)
		2. Perform Title Searches or other real estate related services, as needed upon request by County.
		3. Attorney shall provide and invoice at hourly rates for both attorney services and paralegal services when requested to be performed by County as part of a complex real estate transaction.

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