



## Quick Start Guide

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- ★ Website Link: <https://www.urgfl.com/bdre-forms/>
- ★ Please refer to the **Mandatory Checklist Documents** for **Sales** and **Rentals** for all file paperwork requirements.
- ★ Email or deliver all completed paperwork to [Sales@URGFL.com](mailto:Sales@URGFL.com) for paperwork review and disbursement requests.
- ★ **Escrow Checks** for **Sales** transactions are held by **South Florida Title Associates LLC** or another applicable 3<sup>rd</sup> party, escrow checks for **Rental** transactions can be held by the **Listing Brokerage** or another applicable 3<sup>rd</sup> party.
- ★ When sending in escrow checks to South Florida Title Associates LLC, please also send in the following:
  - Contract/Offer
  - Addendums to contract/offer (if applicable)
- ★ Should you have Broker specific questions regarding your transactions, please contact your Qualifying Broker:

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