

SERVICE GUIDE



CB Settlement Solutions

At CB Settlement Solutions, we don't just support real estate agents, we partner with them. By combining transaction management, conveyancing, and title services under one roof, we eliminate delays, reduce back-and-forth, and deliver a closing experience that's as smooth as it is streamlined.

Service Packages & Pricing

Buyer-Side Contract to Close

PRICE: \$425

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TC support from contract to close:

- Transaction Timeline & Summary Emails to keep everyone on track as we move towards closing
- Brokerage compliance to ensure quick payment at closing
- Track deposits and deadlines (inspections, mortgage, appraisal, condo/HOA)
- Coordinate walkthroughs and schedule settlement
- Send addendum as necessary throughout the transaction

Conveyancing Only

PRICE: \$350

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Support for listings when no TC is needed:

- Order tax and municipal certs, U&O/L&I, and resale packages
- Request estate, trust, or LLC documents
- Coordinate payoff statements
- Submit final fee sheet to title company, along with agent commission requests (check, wire, etc.)

Seller-Side Contract to Close

(with Conveyancing)

PRICE: \$500

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Includes everything in the Buyer package, plus:

- Order tax, U&O/L&I, and municipal certifications
- Submit and track mortgage and/or judgment payoffs
- Order condo/HOA resale documents*
- Request deed package documents & coordinate notary signing appointment
- Submit final fee sheet to title company, along with agent commission requests (check, wire, etc.)
- Provide ALTA review and title clearing support

Our Services

We offer a comprehensive suite of services to support every stage of your transaction:

Transaction Management & Conveyancing	Our team handles every detail from contract to close, keeping you informed and on track.
Settlement Services	We coordinate and execute smooth, on-time closings with care and precision.
Title Insurance	Protect your ownership rights with policies backed by trusted underwriters.
Notary Public	In-office notarization services for documents and closings.
Mobile & Remote Online Notary Services	Secure, compliant notarizations from the comfort of your location of choice.



About Us

At CB Settlement Solutions, LLC, we believe every detail matters. ***Our mission is simple***: to help agents streamline their business so they can focus on what they do best, serving their clients.

We specialize in title insurance services, conveyancing, contract-to-close transaction management and compliance support, tailoring our approach to fit the unique needs of each file. From managing contingency timelines and earnest money deposit tracking to coordinating with lenders, and attorneys, we act as the central hub of communication to ensure nothing slips through the cracks.

Whether you're a solo agent or part of a top-producing team, CB Settlement Solutions, LLC is your behind-the-scenes partner, committed to accuracy, accountability, and efficiency in every transaction.

Let's Get to Work

At CB Settlement Solutions, LLC, we believe a successful closing starts with great communication, trusted partnerships, and a client-first mindset.

Whether you're an agent, buyer, or seller, we're here to support you every step of the way.

Contact Us

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