

## Checkpoint Entry for Real Estate Closings Protocol

If a contract to purchase real estate has been entered into, the real estate agent, closing attorney, settlement agency or title agency may email a request to allow entry into Monroe County, Florida, for a buyer(s), agent of the buyer(s), or the attorney of a buyer(s). This request shall be submitted at least five days prior to the desired entry date to [scull-paunece@monroecounty-fl.gov](mailto:scull-paunece@monroecounty-fl.gov).

The request shall include the following:

1. The full name of the individual(s) requesting permission to enter,
2. The inspection date, if applicable,
3. The closing date and time,
4. A complete copy of the real estate sale and purchase contract,
5. A color copy of a government issued identification card, such as a driver's license, passport or state issued identification card, for the individual(s) requesting permission to enter the County
6. A waiver, signed by both the Seller and Buyer, allowing disclosure of the real estate sale and purchase contract, acknowledging that the disclosure is subject to public records, and acknowledging the penalties for knowingly making a false statement. A sample waiver is attached hereto as Exhibit A.

The documents will be reviewed and a memo issued by the Monroe County Attorney's Office either granting or denying the entry request.

A letter authorizing entry will be granted for up to two (2) days prior to the inspection date. A hard copy of the letter for entry shall be presented at the checkpoint.

The letter for entry for an inspection will expire the day after the inspection.

A separate request for entry to attend the walkthrough and closing shall be made. A letter authorizing entry will be granted for up to three (3) days prior to the closing. A hard copy of the letter for entry shall be presented at the checkpoint. The letter for entry will remain valid for two days after the scheduled closing date.

Questions may be emailed to [scull-paunece@monroecounty-fl.gov](mailto:scull-paunece@monroecounty-fl.gov) or by calling Paunece Scull at (305) 295-3170.

**Consent to Disclose Real Estate Contract for Sale and Purchase**

I, \_\_\_\_\_, hereby authorize the disclosure of my Real  
Printed Name of Seller

Estate Contract for Sale and Purchase to the Monroe County Attorney's Office. I acknowledge that this will make the contract a public record subject to the disclosure requirements of Florida Statute Chapter 119. I further acknowledge that Florida Statute Section 837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in Florida Statute Sections 775.082 or 775.083.

\_\_\_\_\_  
Signature of Seller

I, \_\_\_\_\_, hereby authorize the disclosure of my Real  
Printed Name of Buyer

Estate Contract for Sale and Purchase to the Monroe County Attorney's Office. I acknowledge that this will make the contract a public record subject to the disclosure requirements of Florida Statute Chapter 119. I further acknowledge that Florida Statute Section 837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in Florida Statute Sections 775.082 or 775.083.

\_\_\_\_\_  
Signature of Buyer