

CTC Agent Responsibilities

Very Important- Please communicate with your coordinator so that everyone is on the same page. Please let us know what you have or have not communicated to your clients. It is our goal to make every transaction as smooth as possible. We will refer any advice questions from the client back to you at all times.

You will need to do the following;

1. Have all fully **executed** documents available for your coordinator prior to requesting services. This is to include;
 - OTP
 - RPD
 - MOG
 - Addendums
 - Acknowledgements of DD received. Your coordinator will follow up for any other deposits including EM and attach to your compliance documents.
 - Creation of any C2C documents unless using Admin service
2. Review **all** inspections reports with your buyer or seller
3. Negotiate repair requests with your buyer or seller
4. Renegotiate any part of the OTP
5. Review the closing disclosure with your client. Your coordinator will arrange for this document to be sent to your client and to you.
6. Attend the final walk thru and settlement appointments. Your coordinator will arrange all appointments.
7. Arrange to have the sign (unless with a sign company) and lockbox removed
8. Responsible for making sure commission checks or wire information is sent to the MCA
9. Obtain the fully executed closing statement so that all files can be closed out