

Contract To Close - List Side

Once the Listing has been signed

- If the seller has not been set up in Command, we will set that up along with the opportunity.
- We will make our introductions with the seller
- A transaction will be setup in Pre-Close our TC software
- We will log in documents taken for the listing into command, review for accuracy, let you know what is missing and when all is in order send it to compliance.
- Send seller a checklist for inspections
- Send seller Utility worksheet

First 10 days after Contract Acceptance Date (after contract request)

- We will download the Under-contract documents into command for compliance, review them, request documents that are missing and when all is ordered send for approval. We will upload the pending MLS sheet
- We will enter all important dates and apprise you of upcoming deadlines
- We will keep track of deposit acknowledgements during the transaction
- We will be sending introductory emails to the lender, and the attorney as well as the coagent. The email will indicate that from that moment on we are the point of contact for the transaction.
 - Lender-we will forward the OTP and discuss appraisal timeframe/survey
 - Attorney- we will forward the OTP, assess when the closing is going to be taking place and request a seller worksheet for settlement
 - Co-Agent-we will send congratulations and find out if there are any questions the buyer would like answered. If there is an HOA, we will provided the agent with the contact information
- If seller has a mortgage obtain contacts and approximate payoff amount
- Let the seller know all dates and times such as, inspections, appraisal
- Verify if the seller is attending the settlement and if not apprise the Attorney
- Create a commissions tab in command

Due Diligence Period

- Make sure the agent has a copy of the inspection report.
- Alert all parties to the end of the DD period

- Confirm title has cleared
- Make sure the attorney has a copy of the agreed to repairs or concessions
- Verify to all parties the property appraised
- Verify the buyer has received a loan commitment
- Confirm seller has provided the attorney with the seller's worksheet

Zero to 20 Days Before Settlement

- Remind the seller to turn off Utilities, cancel insurance but have coverage through the day of settlement
- Go over with the seller how to leave the home to include where to locate keys, garage door opener and manuals
- Send all repair invoices to the attorney
- Let the seller know the final walk thru time
- Confirm the attorney has mortgage payoff information
- Confirm with the buyer's agent the lender is clear to close
- Confirm settlement time and location
- Make sure the seller has given wiring information directly to the attorney
- Confirm HUD form is delivered to the seller
- If you have ordered a sign from a sign company, we will make the call to have it removed
- Remind you to remove the lockbox and key

After Settlement

- Make sure you have marked the listing in MLS as closed
- Upload documents under closed for compliance to include closing statement, wire information or commission check
- Send congrats to the seller
- Send thank you notes on your behalf to the vendors involved
- Request Testimonials

We will provide you with continuous updates and communication throughout the transaction process.

Transaction Coordinator fee \$349

If a dual situation arises the total fee is \$690 (\$58 savings)