Transaction Coordination Package

WHAT'S INCLUDED:

- Review contract & submit for office required compliance/approval
- Send intro email to lender, title, co-op agent, and client(s).
- FIll out agent info sheets/title requests and confirm completion of buyer/seller info sheets.
- Confirm EMD receipt with Escrow Agent.
- Coordinate HOA resale package deliveries. Review for violations and ensure they are cleared before settlement.
- Coordinate home inspections, radon, well & septic (agent provides contacts).
- Collect utility service providers and coordinate start/stop with clients.
- Complete the Commissions Tab in Command.
- Order home warranty, or confirm it's ordered with co-op agent (if applicable)
- Track and satisfy contingency deadlines (home inspection, appraisal, financing, etc.).
- Stay in contact with lender for appraisal and financing deadlines.
- Order pest inspection and communicate with appropriate parties (ex. client, lender, title).
- Send updates to agents on the status of each transaction.
- Collect any invoices for repairs and be sure that everything has been remedied and shared with appropriate parties.
- Coordinate the walk through, closing, and key exchange with all parties.
- Order yard sign to be removed (if listing was completed by TC).
- Collect the draft ALTA/CD and send for approval by agent and clients.
- Send a closing letter to the clients with information on closing and what they need to bring (ID, funds, etc.) or confirm title sends information to client.
- Collect the final ALTA and submit on Command for commission disbursement.

THE LEVERAGED EDGE: Contact us for pricing and more information.

Silver

Standard Contract to Close Service

Gold

-- Standard Contract to Close Service
- A gift for your client when the property goes under contract
- A gift for your client after the contingency phase

Platinum

- Standard Contract to Close Service
A gift for your client when the property goes under contract
- A gift for your client after the contingency phase
- A gift for your client after closing