Transaction Coordinator Services

KWLSS
Leveraged Support Services

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