



FULL SERVICE REAL ESTATE
TRANSACTION MANAGEMENT

OUR SERVICES

PREPARED BY

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2020

CONTRACT MANAGEMENT

- Thoroughly review all deadlines and timelines.
- Send executed contract to all parties in the transaction.
- Confirm escrow deposit and obtain receipt.
- All parties contacted via introduction by us as members of "your" team by phone and e-mail.
- All documents uploaded to your broker's contract management system.

LISTING SERVICE

- Upload all listing documents to your broker's contract management system.
- Order photos, video, and coordinate with seller.
- Create listing in your MLS system.
- Add photos with descriptions to listing.
- Upload any necessary documents to listing.
- Set up listing with your showing service.

INSPECTION PROCESS

- Setup/Confirm that inspections for both home and termite are scheduled within the time frame of contract and ensure all parties have been informed.
- Negotiate repairs as needed and will prepare any addendum.
- Monitor repairs and collect receipts before closing.

2020

TITLE COMPANY COORDINATION

- Help get any details needed.
- Review title commitment.
- Acquire existing survey and title policy (if they exist and are still valid).
- Make sure new survey is ordered and elevation certificate if needed.
- Coordinate mail away closings.
- Make sure the home warranty is ordered either by the title company or us - send receipt to client.

LENDER FOLLOW UP

- Confirm the buyer has made application.
- Make sure appraisal has been ordered.
- Follow-up with lender for appraisal results.
- Monitor underwriting process through receipt of loan commitment followed by the clear to close.

CLIENT REVIEW MANAGEMENT

- Reach out to the client the day after closing to make sure everything went smoothly.
- Send email with links to all used review websites for their 5 star review.
- Follow up the week after if they have not posted a review to urge them to give feedback.

Contract to Close \$350

Listing Service + Contract to Close \$450