

- Upload listing, listing photos and listing related documents. (If you have a new listing)
- Create your electronic brokerage transaction file and monitor for compliance.
- Open escrow and distribute executed documents to title, lender, co-agent and your client.
- Create folder and upload executed documents to your electronic brokerage transaction file
- Review contract for accuracy, compliance and all signatures and create a calendar of tasks and deadlines for your transaction.
- Prepare requested addendums, electronic signings and distribute/upload executed documents to brokerage compliance file.
- Schedule home inspections, listing photographer and confirm access to home.
- Order home warranty, well/water testing, septic inspection/pumping, surveys, and assist with scheduling any due diligence as you direct (as applicable)
- Coordinate title company receipt of mortgage payoff authorizations, Trust Certifications, Operating Agreements, Power of Attorneys, or other necessary documents required to close and email to all parties.
- Obtain and distribute repair/service invoices and receipts provided
- Schedule re-inspections as you direct necessary
- Track with lender to follow loan progression, appraisal completion, closing disclosure acknowledgement, closing document delivery to title
- Schedule final walk-throughs as you direct
- Schedule closing appointments, provide information to title if mobile notary is required, provide clients with utility information to continue/discontinue services.

All of our services are totally customizable to suit all of your needs to ensure a smooth and successful transaction for all