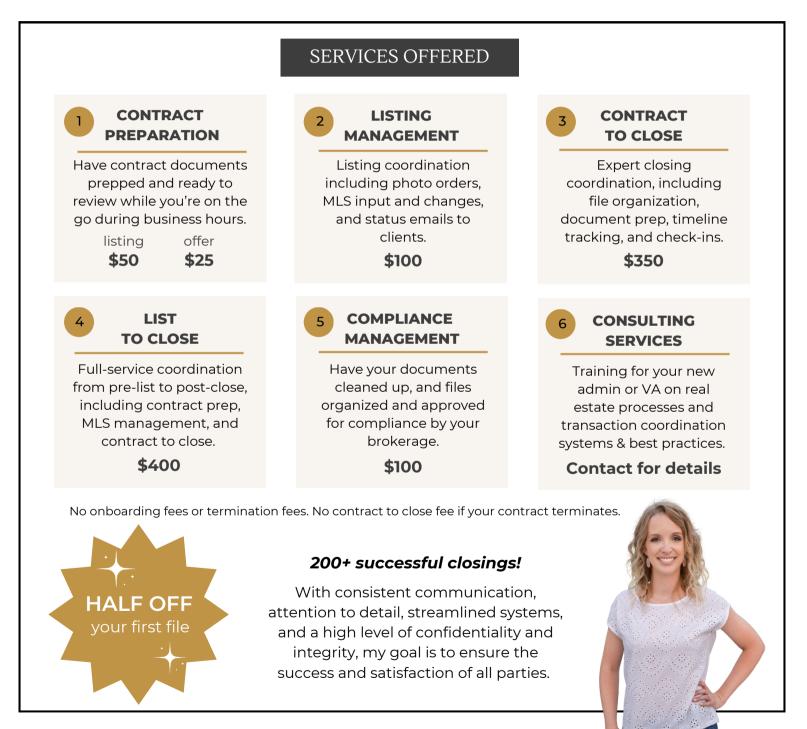


SEAMLESS TRANSACTION COORDINATION FROM START TO FINISH

Full-service transaction coordination with multiple packages tailored to help individual agents and teams enhance their business and achieve their goals.



Hanna Techau, Owner & Transaction Coordinator



OVERVIEW OF TASKS

SELLERS

Contract Preparation

·Draft listing documents

Listing Management

- \cdot Schedule property cleaning and photos
- \cdot Calendar listing date and appointments
- \cdot Order listing home warranty
- \cdot Input all data, photos, and documents into the MLS
- \cdot Set up showings scheduler
- \cdot Send pre-listing and listing live emails to clients
- \cdot Draft price change documents
- \cdot Make changes to the MLS as needed
- · Submit and ensure approval of all compliance documents

Contract to Close

- \cdot Calendar all dates and deadlines
- · Send under contract emails to clients, lender, escrow/attorney, and co-op agent
- \cdot Assist with locating abstract
- \cdot Send what's next, mail, and utility emails to clients
- Maintain regular contact with all parties for status updates and outstanding items
- \cdot Draft forms as needed/ensure HOA form is complete
- \cdot Send executed documents to appropriate parties
- \cdot Maintain file organization
- \cdot Order or convert home warranty
- \cdot Send all invoices to be paid at closing to closer
- \cdot Confirm release of contingencies
- \cdot Request repair invoices from clients and send to coop agent
- \cdot Prepare closing checklist and send to agent
- \cdot Send closing confirmation emails to co-op agent and clients
- · Submit and ensure approval of all compliance documents
- · Send thank you/review request and final checkin/review reminder emails to clients
- · Verify title change on assessor's page

Want to be the first to know about promotions, discounts, industry news, and more?

Maintain regular contact with all parties for status updates and outstanding items Draft forms as needed Send executed documents to appropriate parties Maintain file organization

BUYERS

Contract Preparation

Contract to Close

· Send under contract emails to clients. lender.

· Send electronic earnest money request and save

· Send what's next, mail, and utility emails to clients

- · Send all invoices to be paid at closing to closer
- · Confirm release of contingencies

·Draft offer documents

payment receipt

· Calendar all dates and deadlines

escrow/attorney, and co-op agent

Coordinate and schedule inspections

· Confirm appraisal has been ordered

- · Request repair invoices from co-op agent and send to clients
- · Prepare closing checklist and send to agent
- · Send closing confirmation emails to co-op agent and clients
- · Submit and ensure approval of all compliance documents
- · Send thank you/review request and final checkin/review reminder emails to clients
- \cdot Add FSBO or outside-MLS sale to primary MLS
- \cdot Verify accuracy of sold information on the MLS
- \cdot Verify title change on assessor's page
- · Send tax credit/exemption application email to clients



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