Nova “TC” Contract-to-Close Services & Price List

Single/Dual

Agent Responsibilities:

- Send a purchase contract (with all the appropriate Exhibits) to “TC” within 24 hours of going under contract, for maximum leverage
- Legal Negotiation
- Fiduciary Duty to client, use diligence by reviewing all documentation for accuracy
- Timely communication with dedicated “TC” throughout entire sale transaction

***See below for more details.*

	VIP $450 / $*550*	STANDARD $350 / $450	QUICK CLOSE CASH DEAL $250
Communication			
Sending intro video to a new agent-client, setting expectations for the smooth and successful contact to close process	✓	✓	✓
Acquiring a “Client Confidentiality & Privacy Contract” & “Nova TC Client Contract ” from the agent-client	✓	✓	
Same dedicated “TC” to all your files	✓	✓	✓
Consistent, proactive communication throughout entire sale transaction with Licensed-TC	✓	✓	
Sending Nova “TC” introduction email to all parties (co-agent, Title Co, Closing Attorney, Lender and clients) involved in the transaction, with respective documents & pertinent information	✓	✓	✓
Summary of key dates and transaction information	✓	✓	✓
Summary and Milestone updates to Nova “TC” agent-client	✓	✓	
Summary and Milestone updates to buyer(s) and seller(s)	✓	✓	
Text reminders to agent-client prior to all deadlines	✓	✓	
Continually monitoring, following up, and providing updates on all deadlines and contingencies	✓	✓	✓
Agent-client copied on all email communications for legal transparency and efficiency	✓	✓	
Providing key information to clients at every milestone: loan application, earnest money deposit/proof, appraisal, inspection, closing preparations	✓	✓	
Assisting and supporting all transaction requests from any party in the sale	✓	✓	✓

Documents & Brokerage Compliance

"TC" will organize, reformat, and label documents (i.e. Dotloop docs and folders)	✔	✔	✔
Create and complete pending files	✔	✔	✔
Upload completed pending documents to a brokerage compliance CRM platform (i.e. SkySlope, Command etc.)	✔	✔	✔
Review all pending documents and retrieve any missing signatures and make any corrections under agent direction	✔	✔	✔
Write, execute, and distribute any Association of Realtors forms under agent direction throughout the sale process	✔		
Expedite signatures by using our text service to notify clients and agents when documents need signatures	✔	✔	
Continuously upload documents and monitor compliance	✔	✔	✔
Send tutorial instructions for the digital earnest money deposit to buyer and agent (i.e. DepositLink, Zoccam, Earnest) brokerage and title approved vendors	✔	✔	
Confirm receipt of earnest money and distribute the proof of earnest money deposit to parties in contract	✔	✔	✔
Order Home Warranty, when applicable	✔		
Complete compliance review before closing (including all the exhibits, amendments and disclosures)	✔	✔	✔
Review closing paperwork under agent direction (i.e. Buyer's final CD, concessions, transfer tax declaration, deed of trust/mortgage contract)	✔		
Complete and submit final closing compliance paperwork	✔	✔	✔

Agent Promotion & Social Media

"Just Listed" social media posts branded to agent-client with their photo and contact information	✔		
"Just Closed" social media postsss branded to agent-client with their photo, contact information, property photos	✔		
Infographics & Neighborhood Report for agent-client to use for post-closing farming purposes	✔		
Request post closing reviews & referrals from clients on behalf of agent-client	✔		
Send " Congratulations" & "Thank You For Your Business" Ecards to all parties in closed transaction	✔		

Communicate with Referral Agent, when applicable	☑		

Inspections

Provide your inspector recommendations to buyer clients when applicable (using your preferred vendor/partner list)	☑		
Schedule inspections as requested	☑		
Provide informational email to buyers and sellers on what to expect with inspections	☑		
Ensure termite letter received, signed, invoice to title when applicable	☑		
Write Repair Amendments or Resolution of Due Diligence Addendum under agent direction, when requested	☑		
Ensure all repairs are completed before closing and documentation received and sent to other party	☑	☑	☑

Deadlines and Tracking

Send all contingencies to Agent's calendar (i.e. Google, iCal) *Requires agent to share calendar with "TC"	☑		
Monitor new contingencies/special stipulations and give appropriate support and updates	☑		
Text reminders to agent-client on all the deadlines	☑	☑	☑

Financing

Send Nova TC introduction email to the Lender with all necessary documents included	☑	☑	
Verify and notify parties that loan application has been made and credit report ordered	☑		
Support any questions or requests from Lender	☑	☑	
Confirm appraisal ordered and provide information on the appraisal process to clients	☑		
Confirm appraisal due date and follow-up	☑	☑	
Confirm appraisal received; support follow-up plan if appraisal is low and additional negotiations and repairs are required	☑		
Ensure lender is on track for loan approval, CD release, CTC and closing date	☑	☑	

Title

Send Nova TC introduction email to Title Company/Escrow Officer or a Closing Attorney, with all necessary documents	☑	☑	☑

Send contracts and all needed information (i.e. commissions, HOA, CC&R’s etc.)	✓	✓	✓
Support any questions or requests from Title Company/Closing Attorney’s office	✓	✓	✓
Ensure title work and loan payoffs are on track: two-week and one-week check-ins before closing	✓	✓	
Answer/support any questions from title company	✓	✓	✓
Request and review ALTA for accuracy	✓		
Connect multiple title companies when transactions are contingent on other sales	✓		

Additional Coordination

Coordinate final walk-throughs, notify parties, and add to agent-client calendar	✓		
Coordinate the final settlement/closing time and send it to all parties, and add to agent-client calendar	✓		
Remind the agent-client about the closing gift for his/her clients	✓	✓	
Gather and provide utility information	✓		
Provide information regarding settlement/closing including: utilities, location and time of the closing, what documentation to bring and what to expect at closing	✓	✓	✓
Coordinate and notify any other appointments as needed, including the update on recording of the tile	✓		

*****Details***

- *Service selections are made by an agent when completing the "New Agent Intake Form" to TC here.*
- *For deals that do not close there is no charge. We hope to close your next deal*
- *Payments for all TC service files* ***are due and payable at closing***
- *Files received before 12:00 PM will be started the same day*
- **"Quick Close Cash Deals" can be used on deals closing less than 3 weeks without financing and without inspections. In the event the file changes to a financed deal, adds an inspection, appraisal or extends beyond 3 weeks, the fee will default to $350.00*
- *In the Price List "Single" means a single representation (agent representing only 1 party to a sale contract)*
- *In the Price List "Dual" means that the agent is representing both parties to a sale contract. Single agent dually represents both buyer and seller. It can include a FSBO, unrepresented buyers, a court-appointed executors, or an investors*