



## Contract to Close Services

Time Squared Services, will oversee all aspects of buyer & seller transactions from executed Purchase & Sale Agreement to closing. Serving as the liaison between buying agent, listing agent, client, lender, closing attorney and agent's brokerage. Services will differ slightly for sellers.

- Create and organize contract database in a consistent format
- Maintain and update a shared file of all documents related to the transaction
- Ensure all exhibits are included (Dekalb Plumbing, Lead Based Paint, etc.)
- Identify and gather missing or incorrect contract items such as, but not limited to, initials, signatures, etc.
- Create and deliver GAR F264 - Reminder of Important Dates to closing attorney, lender and listing agent
- Enter Contract Dates into Google Calendar and invite agent and clients
- Introduce and request needed information/documents from client
- Introduce and request needed information/documents from the listing agent (signatures, Amendments, etc.)
- Introduce and request needed information/documents from closing attorney
- Introduce and request needed information/documents from lender
- Complete and submit FMLS 117
- Request utility information from listing agent and send to buyers
- Submit all necessary documents to agent's broker for file compliance
- Share proof of Earnest Money deposit to lender, closing attorney and listing agent
- Request CBS Code from listing agent
- Send emails acknowledging the end of Due Diligence period and outlining next steps to lender, closing attorney, client and listing agent.
- Send any and all needed documents for electronic signatures - receive, file, and submit to necessary parties (Agent must write contract documents)
- Commission Agreement-Fill out, get signatures and send to closing attorney
- Submit amendments and subsequent docs throughout life of transaction to lender, closing attorney, agent's brokerage
- Regularly update & maintain communication with clients, agents, closing attorneys, lenders etc.
- Complete and submit Pay at Close Request (if applicable)
- Schedule, coordinate and confirm closing process
- Inform client of closing time, location, and what to bring
- If mail away closing, facilitate communication between client and closing attorney
- Ensure Loop is Broker Approved
- Order Home Warranty (if applicable)
- Ensure contract deliverables (repairs, warranties, etc.) have been completed/purchased and gather repair receipts/invoices
- Request preliminary settlement statement from closing attorney
- Share settlement statement with client for review
- Change status in GAMLIS to SOLD -Listing Only
- Submit FMLS 118



**What we need from you to make this process the most effective:**

- All passwords to FMLS, GAMLS, Supra (listings only), document management system
- Brokerage compliance rules
- Copy on all emails and encourage others to do so as well
- Keep us informed about changes in transactions
- For urgent matters, *text or call*.
- ***Agent is responsible for negotiating, writing and getting signatures on all Amendments***
- Read your emails ☺ . You'll be copied on everything and we want you to help us help you.

***\*Note: Agent is cc'd on any and all communications. Time Squared Services does not advise or provide any information that was not at the request of the agent. Time Squared Services communication with any and all parties is intended to initiate status updates, coordinate communication between parties, and keep the transaction running smoothly.***

**Terms** - Contract to Close - \$385 per contract paid at closing or can be invoiced (see below)

**Invoices** – Invoices will be sent at the beginning of a new month for all closings from the previous month unless payment is received at closing for contract to close services.

**Payment Method** - Checks to be made payable to Time Squared Services at 1304 McLendon Avenue NE Atlanta GA 30307.

**Contact Information:**

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