Pineapple Closings

Real Estate Transaction Management, Services & Solutions

🏡 Elevate Your Real Estate Game with Pineapple Closings

Expert Support. Seamless Service. Zero Upfront Costs.

At Pineapple Closings, we go beyond just paperwork — we deliver peace of mind. Whether it's contract-to-close, listing management, new construction coordination, or à la carte transaction services, our team provides exceptional, hands-on support tailored to your real estate workflow.

✨ Pay-As-You-Go – Only pay when you close.
📦 Per-Transaction Pricing – No monthly fees. No commitment.
🚫 No Upfront Costs – Just seamless service, when you need it.

We handle the details — so you can stay focused on what truly matters: **selling homes and serving your clients**.

Let us keep your transactions right-side up — just like our pineapple 🍍.

🔐 “Contract to Close” Transaction Management

- Serve as central liaison for all parties involved in the transaction
- Keep Agent/Team fully informed and copied on all communications
- Send professional introduction emails with contract documents and transaction details (24-48 business hours once contract submission is received)
- Provide Property Clean Out information sheet in introduction email to clients
- Add all critical dates to the Agent’s calendar
- Track and follow up on milestones and deadlines (ex. EMD, Inspections, Appraisal, Loan Approval, Survey, etc.)
- Provide weekly status updates
- Create a shared drive for transaction document storage
- Save all email communications into our system
- Draft and manage addendums (inspection requests, price changes, etc.)
- Supply Agent/Team preferred vendor list or link client to Pineapple Closing’s vendor web page
- Assist in gathering HOA association documents/information and tracking of approval/estoppel
- Assist with follow up for repair invoices/photos and supply to client
- Coordinate home warranty orders and deliver invoices to title company
- Provide Utility Helpers Website in introduction email to clients and send Utility Request Form for completion
- Review all documents for completeness, signatures and initials
- Perform compliance checks and request necessary revisions or additions
- Upload all paperwork to the broker system for compliance review and brokerage archive
- Send commission breakdowns to Agent/Team for review and approval
- Submit commission requests to the brokerage
- Send DA (Disbursement Authorization) to the title company
- Review settlement statements for commission and contract accuracy
- Request Team preference on MLS close out
- Prepare Final Walk-Through forms for e-signature once confirmed
- Send review request to client via email

🏗️ New Construction Transaction Management

⚠️ *Due to the nature of new construction deals, most communication is directly between the buyer and builder — TC services are limited to compliance and support functions.*

- Verify signatures and initials on all documents
- Review for brokerage compliance and handle necessary revisions
- Upload documents for broker review and archiving
- Send commission breakdown to Agent/Team for approval and submit to broker
    - *Note: Builders often disallow admin fees and ignore brokerage DAs*
- Review settlement statements for commission and contract accuracy
- Prepare Final Walk-Through forms for e-signature once confirmed

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🏠 Listing Management

⚠️ *Heads-up or lead time may be needed. Completed during business hours: Mon–Fri, 8:30 AM – 4:30 PM, and not always available same day.*

- Review listing paperwork for compliance and accuracy
- Upload all paperwork to the broker compliance system for review and archival
- Track and add listing expiration dates to calendar
- Assist gathering HOA/Association documents
- Provide partial MLS setup:
    - Complete MLS data input using agent-provided details & public records
    - Upload listing photos and attachments
    - Saved as incomplete for agent's final review and submission to MLS
- Use AI-generated property descriptions for marketing (via ChatGPT)

📝 Listing Document Preparation

⚠️ *Heads-up or lead time may be needed. Completed during business hours: Mon–Fri, 8:30 AM – 4:30 PM, and not always available same day.*

- Prepare listing agreements, brokerage forms, and any support documents
- Collect client signatures and initials

📝 Contract Document Preparation

⚠️ *Heads-up or lead time may be needed. Completed during business hours: Mon–Fri, 8:30 AM – 4:30 PM, and not always available same day.*

- Draft purchase contracts, brokerage documents, and addenda
- Obtain client signatures and initials
- Send offer email with full contract packet to the listing agent

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🤝 EBBA (Exclusive Buyer Brokerage Agreement) Prep & Tracking

⚠️ *Heads-up or lead time may be needed. Completed during business hours: Mon–Fri, 8:30 AM – 4:30 PM, and not always available same day.*

- Prepare buyer brokerage agreement
- Collect client signatures and initials
- Add EBBA expiration date to Agent’s calendar