

Service Lists

Buy Side: \$700-\$850

- Letter of introduction to clients and vendors/Send congratulations to clients w/ important next steps
- Review all documents for compliance correctness-interface with broker when documents/signatures are needed
- Create transaction folder and import/organize documents-shared with all parties through A Frame Portal
- Create a customized closing timeline for brokers and clients shared through A Frame Portal
- Share dates and deadlines to Calendar integrations
- Transaction document compliance specific to your brokerage for faster payments.
- Send contract documents to title company, lender, co-broker
- Track deadlines (document reviews, inspections, ORW, etc.)
- Confirm receipt of earnest money
- Create any additional documents needed throughout transaction, obtain necessary signatures, and Send documents to vendors when necessary (extensions, amendments, addendums)
- Order/Schedule/Follow-up with vendors including:
 - Title company
 - Inspectors/Testers (Well, pests, water, etc.)
 - Appraiser
 - Surveyor
- Provide any documents needed by vendors (surveys, HOA Disclosure, CCR's, etc.)
- Provide additional Weekly updates if necessary/follow-up for clients via email or through Portal
- Provide clients utility information for opening or closing accounts
- Set up closing for clients
- Send final closing disclosures and request client reviews
- Submit compliance documents & commission for approval

