Seamless Transaction Management

Sign On the Dotted Line Transaction Management

Get In Touch!

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Florida, Tennessee
*ASK ABOUT OTHER STATES

SIGN ON THE DOTTED LINE TM
TRANSACTION COORDINATOR

About Us

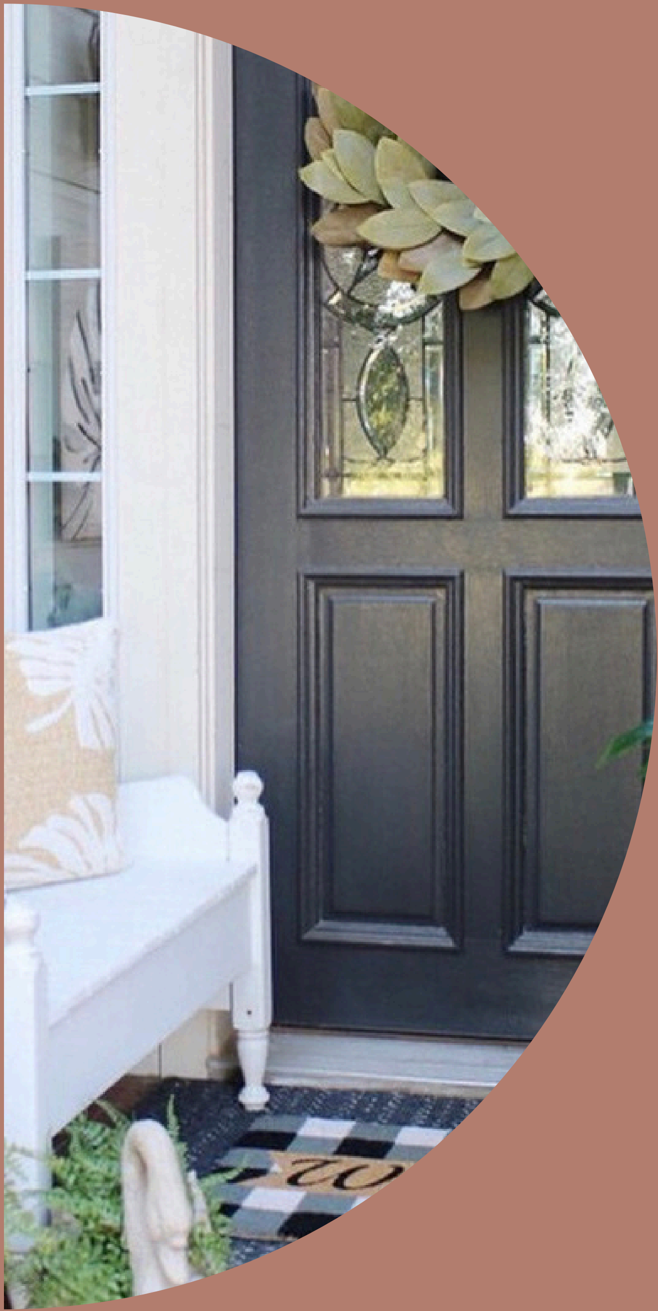
Part of growing your business means leveraging. One way to leverage is to take the hours of paperwork and compliance off your plate. How do you do that? You hire a transaction manager Dont wait until you are so overwhelmed you are pulling your hair out. Be proactive and stay ahead of the real estate game! Our team is always happy to help you grow. We are seasoned veterans with over 15 years of real estate sales and transactions. Need references of Realtors who are clients of ours? We have worked with over 100, so Just ask!

Our Service

Services do vary per state. We follow the state contracts. This is a detailed breakdown

Compliance: All file prep and upload to compliance

Contract: • Review contract for all parties' initials and signatures, all deadlines, and timelines • Send executed contract to all parties in the transaction • Confirm escrow deposit and obtain receipt • Send an introduction to all parties by their transaction coordinator via e-mail including a critical date breakdown and contact information for everyone.



Our Service

Condominiums/HOA: • Request and obtain copies of necessary condo docs • Assist Buyer with making application and necessary approval procedures• Confirm approval is received by the title company. Financing (regardless of side): • Confirm the buyer has made application • Make sure appraisal has been ordered • Follow-up with lender for appraisal results• Confirm loan commitment prior to deadline.

Our Service

Title: • Get title commitment• Acquire existing survey and title policy (if they exist and are still valid) • Make sure new survey and elevation certificate are ordered as needed • Make sure the home warranty is ordered and invoice is sent to title if needed Insurance: •Confirm buyer has obtained and bound insurance prior to closing

Inspections: • Schedule and confirm inspection times per client request • Prepare and execute repair request per agent request.

Our Service

Before Closing: • Provide title company with final walk-thru form (Agent Preference)• Schedule final walk-thru • Coordinate closing time and place with clients • Provide the Buyer and Seller information regarding turning on/off utilities (If Provided) • Send closing instructions to client• •Make certain that the lender's closing documents are delivered to the title company (TRID Compliant-3 Days prior to close) • Confirm client has received final numbers and wiring instructions • Confirm location of keys and garage remotes prior to closing.

Our Service

After Closing • Obtain copies of the final Alta & Copies of Checks for upload to brokers.
• Send out Thank you to other agent.

Communication is Key!
We communicate with all parties throughout the entire transaction regarding any and all details.

Agent Portal
All agents have their own portal access for reviewing any document uploads, calendars, tasks completed, not completed and any email communications which have taken place.

Our Pricing

$405 per transactions
$600 for 1 million+
$560 Dual Sided transactions
$150 Listing input & compliance
$150 Land Contracts
New Construction-Same Fees as above

CLOSED OVER $200 MILLION IN TRANSACTIONS SINCE 2019!