



Scope of Work

Lawson Property Solutions provides a contract-to-close service. The checked boxes below indicate the services agreed upon by the Client and the Provider.

Under Contract (U/C) Services

- Send Introduction email or letter to Buyer/Seller, Cooperating Agent, Lender and Title Company regarding Transaction Coordinator.
- Collect all U/C documents from agents CTM and share disclosures with linked agent (if applicable)
- Download Full MLS listing U/C into client file
- Input MLS data, and photos, and update status throughout
- Collect all party contact information
- Monitor all deadlines and follow up as necessary to meet deadline criteria
- Create disclosures for clients
- Submit all executed contracts, counter proposals, amend extends (if applicable) and Closing Instructions (on list side) to title company to begin title policy process in accordance with CBS/Counter Offer deadlines with introduction letter
- Submit all executed contracts, counter proposals, amend extends (if applicable) to lender (on buy side) with introduction letter
- Notify client of title company location, contact information, and deadline date of Earnest Money drop off
- If applicable, submit all required U/C documents to Compliance within 48 hours of execution
- Contact title company for a copy of the EM check and receipt and email receipt to co-op agent
- Set up inspection in accordance with CBS/Counter Offer deadline
- Set up appraisal in accordance with CBS/Counter Offer deadline
- Collect HOA documents in accordance with CBS/Counter Offer deadlines and email to buyer agent (if on list side) or to buyer (if on buyer side) and upload into CTM Docs Management
- Collect Due Diligence Documents in accordance with CBS/Counter Offer deadlines and email to co-op agent and client then upload into CTM Docs Management
- Gather additional executed documents and upload into CTM Docs Management in a timely manner; check documents for signatures, initials, and that dates are complete



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- Confirm Appraisal has been set up with the seller's agent or with the seller in accordance with CBS/Counter Offer deadlines
- Keeping in contact with the title company and lender throughout the transaction.
- Provide agent email updates on status of transaction with deadlines throughout the process
- Update deadlines from amend-extends
- Confirm closing date and time has been set up with the seller, buyer, agent and co-op agent in a timely manner
- Set up final walk-thru of the property
- Prepare CDA. Note: If TC is completing CDA request, form MUST BE approved by agent before submitting to Title and Compliance
- Submit CDA to Managing Broker for signature and send to Title when signed.
- Review Settlement Statements and closing package. Send to the agent for final approval
- Conduct final audit of file 7 days prior to closing to ensure all documents are uploaded and file is complete

After close:

- Collect closing documents and a copy of checks from agent or title company's closer
- Upload closing documents and copy of checks into Paperless Pipeline, CTM Docs Management and submit to Compliance within 24 business hours of closing
- Send a Thank You to the client on behalf of the agent

- Special Projects work (additional fees apply)
 - Showings
 - Sign posting
 - meeting with vendors
 - other _____



Scope of Work

Expectations of Transaction Coordinator

- • Open and clear communication at all times
- • TC will aid in the assistance with the following systems and software:
 - Paperless Pipeline
 - CTM
 - MLS Matrix
 - Google Drive
- Provide and keep an updated list of all agent transactions in each agent binder
- Schedule weekly call or email to agent with all transaction updates

Agent Expectations

- Review Preliminary Title Reports
- Negotiate repairs and/or any changes in Contract
- Attend Closings

By signing below, the parties agree to the previously indicated scope of work.

"Client"

Date

"Provider"

Date