



**Welcome to Another Set of Hands Atlanta Real Estate Business Solutions \$300**

**For a limited time \$100 off!!!!**

**For Buyers:**

- 1. Send BUYER congrats email with team intro**
- 2. Send escrow, lender, seller agent congrats email with team intro**
- 3. Retrieve missing docs/signatures as needed**
- 4. Coordinate earnest money deposit for buyer**
- 5. Complete & deliver transmittal to title/attorney and lender**
- 6. Order title and survey**
- 7. Confirm earnest money receipt; email buyer and lender that EM is deposited**
- 8. Confirm appraisal time and due date**
- 9. Order and deliver any required warranties**
- 10. Verify all title work is complete**
- 11. Verify appraisal has passed**

12. Verify clear to close has been received Verify additional addenda completed and sent
13. Order and schedule all required inspections as directed by agent
14. Receive and deliver to agent inspection reports
15. Coordinate documents and signatures as required
16. Receive all repair receipts and documentation
17. Submit all inspection docs to agent
18. Coordinate quotes, and moving service
19. Coordinate utility transfers, internet/cable/satellite
20. Confirm closing times with agents, lender and title
21. Send final walkthrough & closing email to buyer
22. Confirm ITCA and PAC received
23. Receive closing disclosure and settlement statement and forward to agent
24. Confirm closing and funding.
25. Order closing gift
26. Final milestone email to buyers (feedback request)
27. Congrats & thank you email to lender, escrow, title, etc.