



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

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

**For Sellers:**

- 1. Send SELLER congrats email with team intro**
- 2. Send escrow, lender, buyer agent congrats email with team intro**
- 3. Review all documents for accuracy**
- 4. Retrieve missing docs/signatures as required**
- 5. Add documents to Agent for their brokerage compliance (initial documents and ongoing documents through closing)**
- 6. Send commission disbursement form to co-op and title/escrow**
- 7. Confirm earnest money Receipt; Email seller that EM is deposited**
- 8. Confirm resale certificate/HOA docs have been ordered**
- 9. Confirm appraisal time and due date**
- 10. Order and deliver any required warranties**
- 11. Verify all title work is complete**
- 12. Verify appraisal has passed**

13. Verify clear to close has been received
14. Complete additional addenda as required
15. Order and schedule all required inspections
16. Receive and deliver inspection reports
17. Coordinate documents and signatures as needed
18. Receive and deliver repair receipts and documentation
19. Submit all inspection documents to brokerage compliance
20. Coordinate quotes and moving service
21. Coordinate utility transfers, internet/cable/satellite
22. Confirm signing times with agents and title
23. Send final walk-through and closing email to seller
24. Confirm closing and funding
25. Confirm ITCA and PAC received
26. Order closing gift
27. Order sign to be removed
28. Final milestone email to seller (testimonial request)
29. Congrats and thank you email to lender/escrow/title, etc.