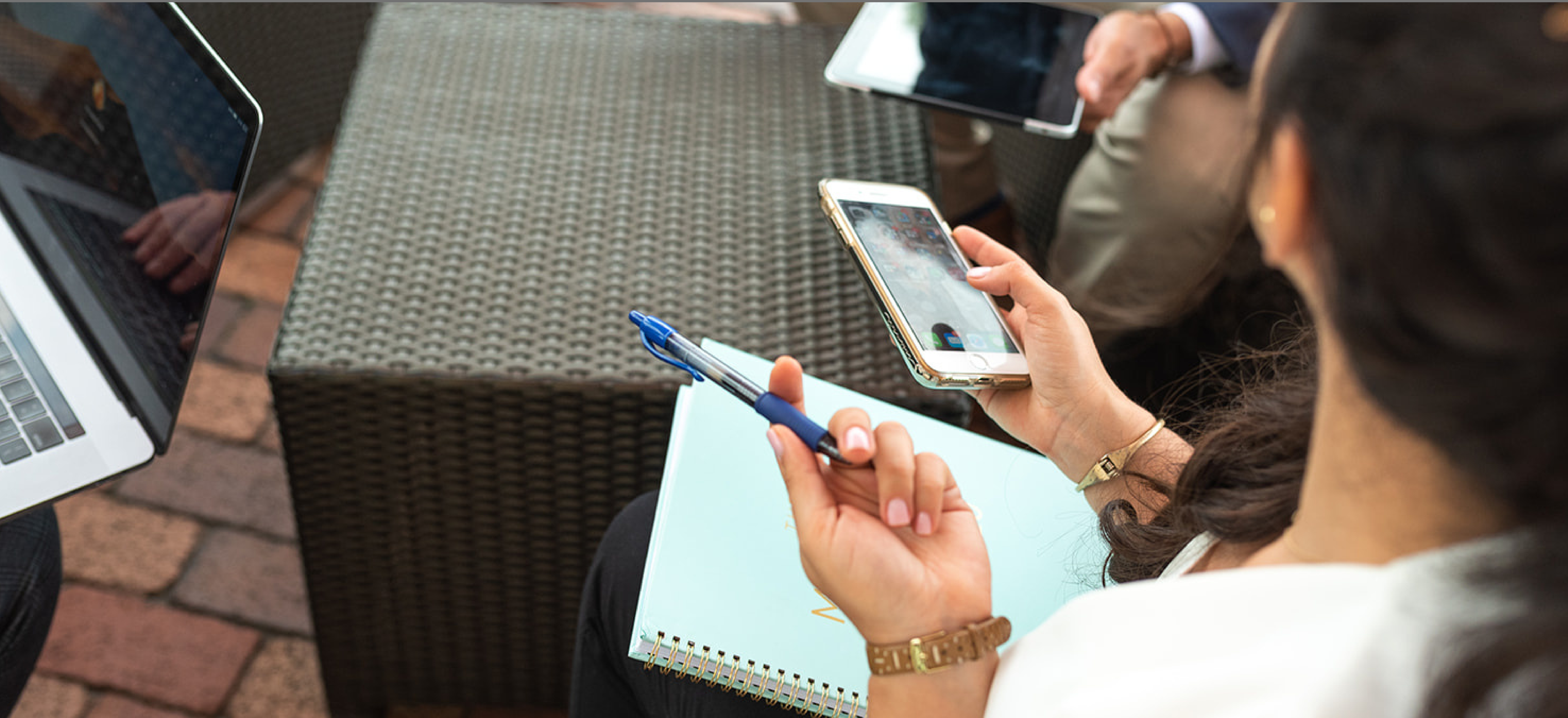
ALLY SIMPLIFY

Professional Real Estate Services



ALLY SIMPLIFY LISTING PREPARATION

From Listing to MLS Pre-Activation

- Introductory call/email to Seller with copies of the Listing Package, for their completion and everyone's contact information. (If applicable)
- Send your "Seller To-Do List" for them to complete (includes: MLS Property Profile Sheet, Preparation Checklist for Photoshoot, Seller's Disclosure, Vendor Info Sheet, HOA/Condo docs, etc.) (If applicable)
- Ensure the Seller arranges for a spare key to be delivered to you. (If applicable)
- Confirm sign, riders, flyer box, and electronic lockbox/combo-box have been installed. (If applicable)
- Schedule photography, virtual tour, cleaning, and staging consultation/service with your preferred vendors. (If applicable)
- Order a pre-listing inspection and a preliminary title commitment and other required forms from the title company, to ensure repairs are being advised and addressed and no liens will hold up the sale (If applicable).
- Input listing data from Property Profile Sheet into the MLS (this pricing includes up to 2 MLS platforms per Agent)

ALLY SIMPLIFY LISTING PREPARATION

From Listing to MLS Pre-Activation

- Upload applicable documents into the MLS (i.e. Seller's Disclosure Notice, Lead-Based Paint Addendum, Survey. Property Info Sheet, Showing Instructions, HOA/Condo Docs, etc.)
- Assign an Electronic Lockbox or Combo Box to MLS, and to your preferred showing service software. (If applicable)
- Notify you via email, the listing has been saved in the MLS for you to review of information accuracy. You'll be prompted to select and organize photos/ videos according to your preference and create your own narrative and agent remarks/instructions.
- Upload all listing documentation to Broker's Compliance Review Checklist for approval, and monitor modifications/changes during the life of the listing. (If applicable)
- Turnaround time from Listing order to MLS Pre-Activation is 24-48 business hours upon receipt of complete contact information and listing details.
- The Seller must be 4 weeks or less from being ready to "go live" on the market before our team can jump in and do their magic!
- Order staging, sign & electronic lockbox/combo-box removal, upon closing. (If applicable)

ALLY SIMPLIFY ACCESS PACKAGES

From Executed Contract-to-Close Service

	VIP	BACKSTAGE
Introductory call/email to your Buyer and/or Seller, to go over the next steps, within 24 hours of receiving the order with the <u>FULLY EXECUTED</u> Contract and Addendum copies.	✓	✓
Introductory email to the Title Company, the Cooperating Agent, and the Lender with a copy of the executed contract and all necessary addenda.	✓	✓
Coordinate on-time delivery of Earnest Money Deposit to the appropriate parties, as needed.	✓	✓
Confirm with the Lender that Buyer has completed loan application, and obtained pre-qualified or pre-approved status.	✓	✓
Monitor, set reminders, review and complete all time-sensitive tasks and deadlines through our cloud-based Transaction Management System.	✓	✓
Send constant updates to you, Title Company, Lender, the Buyer and/or Seller, and vendors, either by email, text, or phone.	✓	✓
Ensure all documents are collected and signed by all parties within contract time frames.	✓	✓
Acquire existing survey and title policy (if they exist and are still valid); make sure new survey gets ordered, if needed.	✓	✓

⋆⋆⋆Items/descriptions/pricing are subject to changes. We will not provide notice of changes. Rev 2/2023⋆⋆⋆

ALLY SIMPLIFY ACCESS PACKAGES

From Executed Contract-to-Close Service

	VIP	BACKSTAGE
• Confirm receipt of HOA / condo documentation approval by the Title Company and the Lender, if required.	✓	✓
• Verify the Buyer has made their HOA / Condo Association application and performed an interview with the HOA / Condo Association and received all documents if required.	✓	✓
• Confirm and inform all parties of inspections, within the time frame of the contract and provide access information to Inspectors.	✓	✓
• Confirm with the Lender that the Buyer has obtained loan approval status.	✓	✓
• Monitor the underwriting process through receipt of homeowner insurance, appraisal, and survey, closing disclosure release, followed by the clear to close.	✓	✓
• Coordination of walk-thru and closing date/time with all involved parties -If mail away, confirmation of logistics of the closing document package.	✓	✓
• Remind you to order a closing gift for your Buyer and/or Seller. (You are responsible for payment and logistics with your vendor of choice).	✓	✓
• Monitor the approval and delivery of Commission Disbursement Authorization from your Brokerage to the Title Company, so you can get paid on time, at closing.	✓	✓

Items/descriptions/pricing are subject to changes. We will not provide notice of changes. Rev 2/2023***

ALLY SIMPLIFY ACCESS PACKAGES

From Executed Contract-to-Close Service

	VIP	BACKSTAGE
Remind Cooperating Agent to remove staging, sign, lockbox, rider/flyer box from the property.	✓	✓
Remind Cooperating Agent to bring keys, garage remote controls and such, for closing.	✓	✓
Verify the Title Company has delivered wiring instructions to the Buyer before closing.	✓	✓
Remind Cooperating Agent to close out property in the MLS.	✓	✓
Provide Title Company and the Lender with all documentation and any required invoices to be paid at closing.	✓	✓
Submit final settlement statement/closing disclosure to Broker's compliance department to close out the file.	✓	✓

Items/descriptions/pricing are subject to changes. We will not provide notice of changes. Rev 2/2023

ALLY SIMPLIFY ACCESS PACKAGES

From Executed Contract-to-Close Service

	VIP	BACKSTAGE
Draft amendments and changes, with the verbiage provided by the Agent -by written authorization-, send to the client for signatures, and to all pertinent parties, after Agent authorization.	✗	✓
Schedule/inform parties of home, termite inspections, and other inspections with all parties, as needed/requested.	✗	✓
During the inspection/Appraisal Period, coordinate vendors to get repair quotes, as needed.	✗	✓
Request/Provide HOA/Condo documents to the Client and/or Cooperating Party.	✗	✓
Coordinate inspector to re-inspect the home, after any required repairs, have been completed.	✗	✓
Upload and organize, all contract documents into your Broker's Compliance Checklist, and facilitate any corrections and/or missing signatures AFTER contract execution, and as needed.	✗	✓

⋆Our Business Hours: Mon-Fri from 9:00 AM to 5:00 PM.
⋆Closed on Federal Bank Holidays.
⋆⋆⋆Items/descriptions/pricing are subject to changes. We will not provide notice of changes. Rev 2/2023⋆⋆⋆