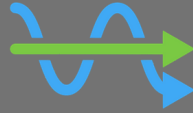


ALLY SIMPLIFY ACCESS PACKAGES

From Executed Contract-to-Close Service



VIP

BACKSTAGE

- Draft amendments and changes, per agent request and with the verbiage provided by the Agent -by written authorization-, send to client for signatures, and to all parties as needed, after Agent authorization.
- Schedule home, termite inspections, and other inspections as needed/requested with all parties.
- During the inspection/Appraisal Period, coordinate vendors to get repair quotes, if required.
- Request/Provide HOA/Condo documents to the Client and/or Cooperating Party.
- Coordinate inspector to re-inspect 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 as needed, AFTER contract execution.
- Draft Commission Disbursement Authorization Forms, to be approved by Broker.
- Send weekly summary reports.
- Before/After Business Hours and Weekends, Customer Care and Support*.



*Our Business Hours: Mon-Fri from 9:00 AM to 5:00 PM.

*Our After Hours and Weekend Access: Mon-Fri from 7:00 AM to 9:00 AM & 5:00 PM to 8:00 PM. Sat-Sun 10:00 AM to 3:00 PM.

***Items/descriptions/pricing are subject to changes, additions and,or subtractions without prior notice. Rev 9/2020 ***