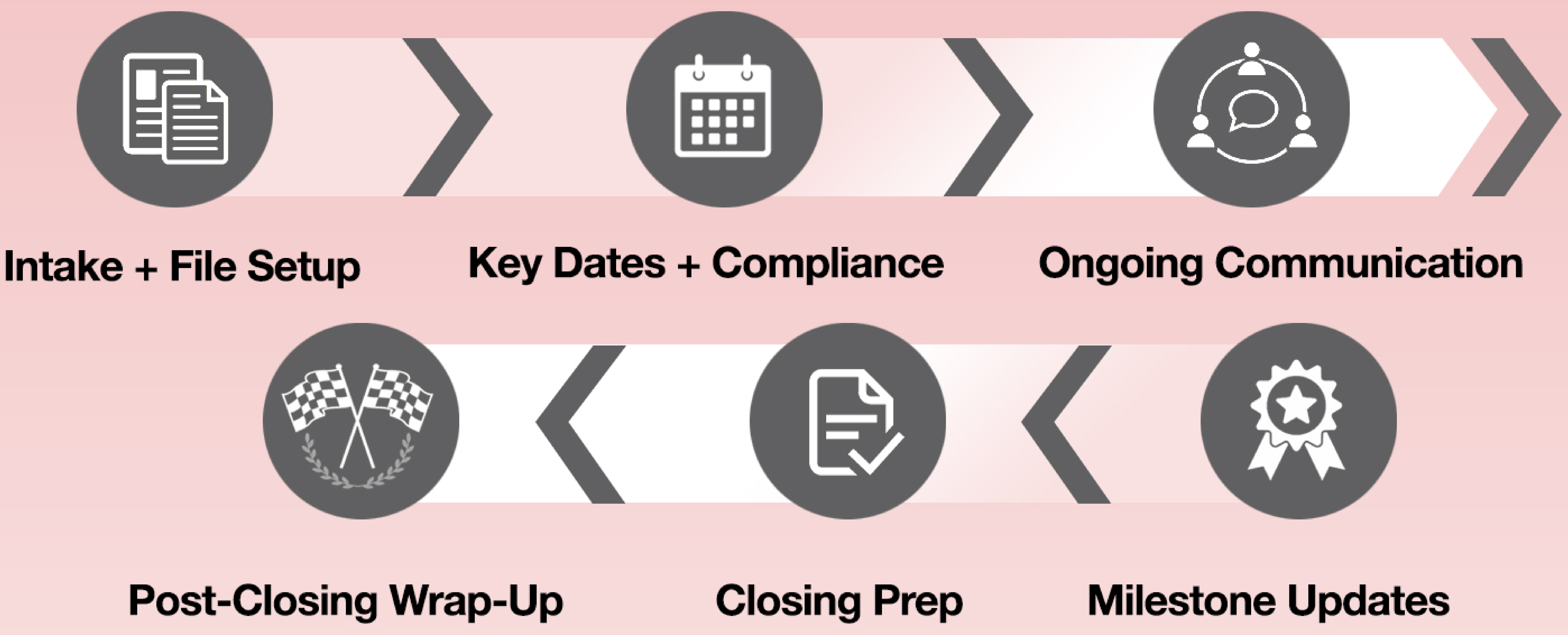
OUR TC WORKFLOW



STEP 1 INTAKE & FILE SETUP

Once you send us a contract or listing with a completed contract intake email, we open the file, save all documents, and confirm key dates. Depending on when we receive your contract and intake form, it will be set up on a first come first serve basis. You'll be copied on all emails to title, lender, and other parties. We operate Monday - Friday from 9am to 5pm EST, however your new contract will get set up over the weekend by our data entry processor. Please send your contract over as soon as possible, so it can be forward on for processing.

STEP 2 KEY DATES & COMPLIANCE

We enter all deadlines (EMD, inspection, appraisal, loan, closing, etc.) and follow up ahead of time to keep everyone on track. We help ensure compliance with brokerage requirements and documentation. If anything urgent comes up, we will text and call you to get assistance.

STEP 3 ONGOING COMMUNICATION

We stay on top of all communications. Please CC us on your replies so we can monitor updates, follow up as needed, and make sure your clients are fully supported.

STEP 4 MILESTONE UPDATES

We'll check in with reminders at every critical stage—deposit confirmation, inspections, title, insurance, appraisal, loan approval, and closing coordination.

STEP 5 CLOSING PREP

We help schedule final walk-throughs and signings, confirm closing details with title, request ALTA/HUD for your approval, and make sure all parties are ready.

STEP 6 POST-CLOSING WRAP-UP

Once closed, we'll send out final thank you and congrats emails, obtain a copy of the signed ALTA/HUD, signed deed, and commission confirmation. We will do a closing day post to shout out your closing and close out the file within your brokerage.

We're truly honored to be your TC team and look forward to helping you close many smooth, successful deals!

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