

Contract to Close

\*Please see agent responsibilities and terms at end\*

 Single side/Dual side

|  |  |  |
| --- | --- | --- |
|  | Full Contract to Close375.00/475.00 | Compliance Only\*125.00/175.00 |
| * Introduction emails to all parties w/attached contracts, dates, and EM instructions
 | ✔ |  |
| * Calendar reminders for each milestone date added to calendar
 | ✔ |  |
| * Text/Email reminders for each milestone date
 | ✔ |  |
| * Agent is CC’d on all emails
 | ✔ |  |
| * TC will assist and complete any reasonable requests from agent
 | ✔ |  |
| * Consistent attention and response to client agent throughout the CTC transaction
 | ✔ |  |
| * Activities are updated in Aframe/Agent portal so that agent always has a clear understanding of what has been sent, uploaded, communicated
 | ✔ |  |

Documents/Compliance- Brokerage

|  |  |  |
| --- | --- | --- |
| * All documents will be reviewed for signatures, missing information
 | ✔ | ✔ |
| * Brokerage compliance systems will be updated, monitored, and corrected if there are issues (Brokermint, Command, Dotloop, Docusign, TransactionDesk, etc)
 | **✔** | ✔ |
| * Organize, label, and archive documents as needed
 | ✔ | ✔ |
| * Use the agent’s preferred signature platform
 | ✔ | ✔ |
| * Commission will be input – Agent to approve, submit
 | ✔ | ✔ |
| * Create, execute, and distribute TAR forms under agent’s direction
 | ✔ |  |
| * Ask for escrow deposit, advise buyers on how to submit EM and distribute to other parties
 | ✔ |  |
| * Compliance reviews during CTC timeline
 | ✔ |  |

Deadlines

|  |  |  |
| --- | --- | --- |
| * All deadlines are sent to all parties
 | ✔ |  |
| * Agent’s calendar supplied with all deadlines and updated as needed
 | ✔ |  |
| * Agent will receive text reminding of critical deadlines day of
 | ✔ |  |
| * Follow-up to Lender, Title, Client, and Agent for important dates
 | ✔ |  |

Title

|  |  |  |
| --- | --- | --- |
| * All pertinent contract docs sent over at processing
 | ✔ |  |
| * Check in with title agent on regular basis (weekly)
 | ✔ |  |
| * Follow up on preliminary, clean title, survey needs
 | ✔ |  |
| * Work with multiple title companies when appropriate to ensure communication
 | ✔ |  |
| * At 1 week to closing, confirm buyer/seller has had verbal contact with title company
 | ✔ |  |
| * Request Preliminary ALTA, final ALTA, review sales price, commissions, referrals, escrow deposits before closing
 | ✔ |  |
| * Set up closing appointments and add to agent’s calendar
 | ✔ |  |

Lender

|  |  |  |
| --- | --- | --- |
| * All pertinent contract docs sent at processing
 | ✔ |  |
| * Confirm loan application has been submitted
 | ✔ |  |
| * Confirm appraisal has been ordered
 | ✔ |  |
| * Confirm appraisal has been received
 | ✔ |  |
| * Communication with lender weekly – on track, any issues to prevent CTC
 | ✔ |  |

Inspections

|  |  |  |
| --- | --- | --- |
| * Provide buyer with your inspector references to choose as requested
 | ✔ |  |
| * Schedule inspection(s) as requested
 | ✔ |  |
| * Confirm with listing agent date/time/access and add to agent calendar
 | ✔ |  |
| * Ensure termite letter has been received and sent to title company, signed
 | ✔ |  |
| * Create and send Repair/Replace Proposals and Amendments under agent direction and to be approved by said agent
 | ✔ |  |

Closing/MISC

|  |  |  |
| --- | --- | --- |
| * Schedule Final Walk Through and ensure Property update, final inspection documents are completed
 | ✔ |  |
| * Request utility information from listing agent
 | ✔ |  |
| * Close out MLS when requested
 | ✔ |  |
| * Request reviews when requested (link must be provided)
 | ✔ |  |
| * Provide agent with social media “Just Sold” “Just Listed” branded post when requested
 | ✔ |  |

Agent and TC responsibilities and terms:

\*\*All contracts submitted should be complete with all documents needed to submit to compliance Dept.

\*\*Contracts that fall through are at no charge. If you need the notification, mutual release paperwork to be executed and EM to be refunded- that fee is 50.00. This is paid within 3 days of executed paperwork.

\*\*Dual is a transaction where you or your partner/teammate have both sides, whether you are facilitating, unrepresented, or FSBO. There are usually 2 sides of the compliance dept. needed.

\*\*Payment received beyond 14 days of closing will be subject to a 25.00 late fee. If payment is late, no new files will be started until payment is received.

\*\*Files received by 2:00p will be processed the same day unless file is incomplete.