



Contract to Close

Please see agent responsibilities and terms at end

Single side/Dual side

	Full Contract to Close 375.00/475.00	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.**