RE/MAX
ALOHA HOMES
Expectations & Responsibilities

OPENING ESCROW	AGENT	TC
Provide fully executed & complete Contract	X	
Provide client's contact information	X	
Double-checking Contract for completeness		X
Sending Contract to Escrow to Open Escrow		X
Completing Escrow Instructions		X
Completing Timeline		X
Sending Timeline to all parties		X
Creating Skyslope, Dotloop, or Brokerage's Programs to upload Docs		X
If Representing Buyer:		
Provide Lender's Information	X	
Provide preferred inspection companies	X	
Send Contract to Lender		X
If Representing Seller:		
Provide fully executed Listing Agreement	X	
Provide entry instructions	X	
Remind or Change MLS Status		X
PROCESS	**AGENT**	**TC**
Read emails and respond diligently	X	X
Keep TC updated of any new information affecting transaction	X	
Inform Clients of TM role	X	
Main communication with Clients	X	
Attend inspections	X	
Review all inspection data & reports	X	
Provide verbiage for any additional addenda	X	
Draft Additional Addenda if necessary		X
Approve Addenda	X	
Send documents needed for signatures (via DocuSign)		X
Forward Clients and all parties any document copies for filing		X
Send notifications through email of deadlines		X

INSPECTIONS & CONTINGENCIES	AGENT	TC
If Representing Buyer		
Coordinate Home Inspection		X
Negotiate findings of Home Inspections	X	
Draft J-1 Election & send for signatures		X
Schedule J-1 Repairs	X	
Provide Coop with Termite Inspection Company		X
Send Verification of Funds to Seller		X
Send Prequal to Seller		X
Track loan status with Lender		X
Negotiate Appraisal findings	X	
Obtain Conditional & Final Loan Approval		X
If Representing Seller		
Send a blank SRPDS to Seller to Complete if Needed		X
Send SRPDS to Coop Agent		X
Provide payment method for Condo/M-1 Docs	X	
Order Condo/M-1 Docs		X
Send Condo/M-1 Docs to Coop Agent		X
Schedule Termite Inspection		X
Schedule Survey		X

PRE-CLOSING	AGENT	TC
Review Estimated Settlement	X	
Schedule Final Walk Through		X
Schedule Signing		X
Send Utility Checklist to Client		X
If Representing Seller		
Instruct when to schedule Pre-closing tasks	X	
Schedule de-staging (if applicable)	X	
Schedule Cleaning (if applicable)		X

DAY OR RECORDATION	AGENT	TC
Submit Skyslope, Dotloop, or Brokerage's Program for compliance		X
Change MLS Status to Sold (if applicable)		X