

Contract to Close

- Change MLS status to pending (listing only)
- Review contract for compliance
- Send congrats email to client w/important dates
- Obtain Commission Agreement
- Lender follow up 3 times per transaction
- Update referring agent (if applicable)
- Confirm EM check is turned in on time & notify all parties
- Confirm inspection has been scheduled w/all parties
- Monitor contract deadlines & send reminders
- Create, upload & submit file in transaction system
- Submit FMLS 117 & 118
- Process Commissions in transaction system
- Communication w/Co-op Agent, Lender & Closing Attorney throughout transaction
- Create & send amendments for signatures
- Submit DA Request to Broker
- Send DA to attorney
- Obtain termite letters, bonds and/or warranties
- Order home warranty (if applicable)
- Request & send repair receipts
- Schedule closing time w/all parties
- Email closing details to client

Listing Services

- Review listing docs for compliance
- Input listing in FMLS & GAMLS
- Upload pictures in listing services
- Upload disclosures in listing services
- Send listing link to seller for review
- Sync lockbox
- Update ShowingTime
- Update referring agent (if applicable)
- Create, upload & submit documents in transaction system
- Update listings w/any price reductions
- Schedule Open Houses on MLS systems

Relist Services

- Duplicate original listing and pics to new listing #
- Sync lockbox
- Update ShowingTime
- Update listings w/any price reductions
- Schedule Open Houses on MLS systems

