

FEES & PRICING

- Each closed transaction is \$350 after closing.
- A double-sided transaction, it's \$350 per side
- \$50 referral discount for any agents you refer to us that sign up.

We understand that things don't always work out. From time to time, a contract falls apart and there is just no recovering it. In those instances, you owe us nothing!

BUYER CONTRACTS

- Send Introduction Emails to your buyer and the listing agent
- CC you on all correspondence
- Send the contract to title and lender
- Schedule inspections
- Inform all parties about scheduled inspections
- Check your file for compliance
- Ensure earnest money is deposited; send copy or receipt to lender and listing agent
- Request utility info from listing agent
- Track loan and appraisal
- Ensure appraisal or repair amendment repairs have been completed
- Order home warranty, if applicable
- Coordinate with parties to ensure closing is scheduled
- Coordinate with you, your client, and the listing agent to schedule Final Walk Through
- Review Alta statement for accuracy
- Ensure final disclosures are completed
- Recheck/audit final files before submittal

SELLER CONTRACTS

- Send Introduction Email to your seller
- Send Introduction Email to the buying agent / remind them about missing docs, scheduling inspections, etc.
- CC you on all correspondence
- Confirm the contract was sent to title and lender
- Inform seller about scheduled inspections
- Check your file for compliance
- Ensure earnest money is deposited
- Send buying agent utility info
- Track loan
- Track appraisal
- Help you complete the repair amendment, if applicable
- Ensure appraisal or repair amendment repairs have been completed
- Coordinate with parties to ensure closing is scheduled
- Review Alta statement for accuracy
- Ensure final disclosures are completed
- Recheck/audit final files before submittal