

# TCS

## TOTAL CLOSING SERVICES

TRANSACTION MANAGEMENT

### LISTING MANAGEMENT SERVICES

#### BASIC

- FMLS/GAMLS Input w/dual entry provided
- Uploaded photos
- Uploaded disclosures to MLS services
- Set up showingtime
- Listing documents uploaded to compliance platform (agent provides documents)
- Update status as necessary
- This includes \*\*COMING SOON\*\*

#### SUPREME

- All items listed in Basic Listing Management PLUS
- Creation of listing agreement and appropriate documents as required by the agent and making sure all documents are filled out and signed
- Obtain the property utility information from seller.
- Assign lockbox to supra
- Update price changes as necessary
- Update open houses
- Mark closed in MLS system upon closing

### CONTRACT TO POST CLOSE

#### What Your Transaction Coordinator Does

- Review contract and get any missing documents or signatures
- Use broker procedures to turn in contract
- Create and/or make sure all other required compliance documents are correct
- Change MLS status if applicable
- Send contract to lender with introduction
- Send contract to attorney with introduction
- Send your buyer or seller introduction
- Send co-op introduction
- Send you reminders of contract deadlines
- Draft the commission agreement, send for signatures & send to attorney
- Gather utility information
- Track appraisal & notify parties of results
- Track the loan status of the buyer via weekly email updates.
- Confirm the lender has ordered title.
- Draft any amendment needed-except inspection\*
- Obtain termite letter/bond, radon, septic clearance letters, etc...
- Schedule closing, notify parties
- Send directions and confirm wiring instruction have been received
- Order home warranty and send to attorney
- Verify attorney and lender have all amendments
- Confirm loan package received by attorney
- Request settlement statement and send to you
- Verify that your broker has all required documents
- Request pay at close from broker (if applicable), send to attorney
- Send closing reminders to you and clients
- Verify clear to close with the lender
- Send settlement statement to your broker after closing

**POST CLOSE:** Send entire contract package to your client and thank you email. TCS will send a review/referral request email approximately 5 days post closing. Agent must provide TCS with the verbiage for this email.

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