

## The Tuscany Team

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**“For Small Business Owners, Less Paperwork Means Higher Profit, Boosted Sales & More Time With Family”**

### Descriptions of Contract to Close:

- Personalized contact with all parties introducing myself as your coordinator via email;
- Ensure Option Fee & Earnest Money are received within deadlines.
- Provide copy of contract & addendums to clients, lender, title company, co-op agent and compliance;
- Update listing status on MLS.
- Weekly follow-up email and as needed to all parties involved in transaction;
- Constant follow up with you so all activity is documented and known.
- Schedule / confirm appointments for inspections & appraisals for access to the property;
- Deadlines - Option Period, Financing Period & Closing – make sure they are met;
- Ensure required Documents (HOA records, property survey & T-47 affidavit) are completed and given to appropriate parties;
- Regular contact with lender on buyers financing, approval and appraisal value;
- Ensure the agreed upon repairs from inspections are completed with Listing Agent;
- Available to your Client should they have questions about the closing process (if agent is not be available);
- Ensure that insurance information, PoA and any other required document is completed and given to lender/title for a timely closing;
- Prepare the buyer/seller for closing: utility transfer, schedule final walk thru, notification to bring certified funds to closing, reminder to bring keys/remotes, repair receipts, schedule closing;
- Ensure file meets compliance and prepare Greensheet for DA;
- Review and forward DA to Title;
- Verify funding with Title company inform all parties;
- Ensure checks are given to accounting & close out file;

### Description of Entering Listings in MLS:

- Enter information for listing in HAR (*Listing Agent to supply pertinent details on property*);
- Upload photos and virtual tour to HAR with descriptions for each photo (*Listing Agent purchase /selects photos*);
- Upload relevant documents to draft listing into HAR;
- *Listing Agent to review and submit listing to Active*;
- Once Active, send seller a link;
- Set up CSS showing feedback system and/or showing instructions
- Review all contract paperwork and verify correct.
- Forward signed contract documents to seller;
- Submit documents for compliance;

#### THE TUSCANY TEAM RATES (per file)

Compliance:	\$	75
Leases (Tenant):	\$	100
Leases (Listing):	\$	175
Contract to Close:	\$	350
Buyer Rep to Close:	\$	425
Listing Agreement to Close:	\$	500