

## Accepted Purchase & Sale SOP

### Step 1 – Accepted Offer

Once a Purchase & Sale Agreement has been accepted and fully signed:

- Review the purchase contract to ensure all documents, counters, addenda, and exhibits are fully signed.
- Submit the mutually accepted PSA to Title/Escrow, the lender, and all involved agents within 24 hours.
- Submit the fully signed contract package within 48 hours of receipt to:  
[WAdocs@epiquerealty.com](mailto:WAdocs@epiquerealty.com) and [BecciColvin@epiqueTC.com](mailto:BecciColvin@epiqueTC.com)
- Use subject line format:  
ACCEPTED PSA – Full Property Address (Street, City, Zip)
- Include in the email:
  - Basic contract terms
  - Name, phone number, and email for all clients, agents, lender, and title/escrow
  - Escrow file number if available
- Request that Title/Escrow CC the Transaction Coordinator on all transaction correspondence. Once submitted, the Transaction Coordinator will begin assisting with the file.

### Step 2 – Active Transaction Management

Upload all fully signed documents within 48 hours of receipt to SkySlope or email them to:

[WAdocs@epiquerealty.com](mailto:WAdocs@epiquerealty.com) and [BecciColvin@epiqueTC.com](mailto:BecciColvin@epiqueTC.com)

- Use subject line format: FORM NAME – Full Property Address (example: 35R - 123 Main St)
- Earnest money receipt or confirmation
- Buyer pre-approval or lender documentation
- Inspection responses and repair agreements
- Appraisal or financing related documents
- Extensions, amendments, and contingency removals
- Any additional signed communications affecting the contract

Remember to:

- Respond to requests for additional documents
- Follow instructions provided by the Transaction Coordinator

If it is fully signed, upload it. The TC provides reminders and compliance support, but agents remain responsible for all documents and contract deadlines.

### Step 3 – Pre-Closing

7–10 Days Prior to Closing:

- Submit Commission Disbursement Authorization (CDA)  
CDA Form: <https://form.jotform.com/252708522568059>
- Once the signed CDA form is received, submit it to Title and verify a copy is in the SkySlope account.

Failure to submit your CDA may delay payment.

Prior to Closing:

- Confirm SkySlope checklist is complete
- Confirm closing date is accurate
- Confirm all required documents are uploaded

### Step 4 - Transaction Complete

- Upload final settlement statement
- Confirm final closing documents are uploaded

Once closing has occurred and all required documents are uploaded, the transaction file is considered complete.