

What We Do



CONTRACT 2CLOSE



CONTRACT

- Review contract, verify all required signatures and initials are on the contract and addendums.
- Open escrow, send contract to all parties
- All parties contacted via an introduction email as a member of "your" team with escrow information and timeline.
- Compile all disclosures and send to other agent.
- Log/monitor all contingency due dates.



FINANCING

- Confirm buyer has made application and appraisal is ordered.
- Monitor and track appraisal.
- Confirm buyer has ordered homeowners insurance
- Verify lenders closing documents and CD (Closing Disclosure) are delivered to title company.



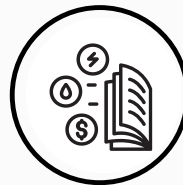
TITLE / ESCROW

- Open Escrow, send copy of Earnest Money Deposit to necessary parties.
- Send Escrow all required documents (addendums, invoices, repairs, home warranty, short term rental agreement etc.).
- Follow up with escrow for receipt of Prelim, HOA/CCR docs, escrow instructions, Estimated HUD-1/Settlement statement and any escrow contingencies.
- Coordinate signing time and place.



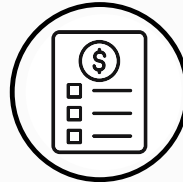
INSPECTIONS

- Order, monitor and track all inspections specified in contract.
- Prepare Repair Request or request credit (Agent directed).
- Order home warranty (if applicable).



BEFORE CLOSING

- Send commission instructions to broker for signature and back to title company fully executed.
- Schedule walk-thru.
- Provide buyer and seller with utility information for transfer of services.
- Review Estimated HUD-1/Settlement statement.



AFTER CLOSING

- Compliance is maintained through the entire escrow
- Closing documents uploaded to brokerage compliance
- Commission disbursements submitted

3 REASONS TO HIRE AN INDEPENDANT AND INSURED TC

LOW COST - A bad hire is COSTLY! Working with a proven TC who will provide real talent, experience, tools & proven systems save you **REAL** time & money.

PLUG & PLAY - It takes money, talent & time to develop great systems. A truly professional TC provides strong systems, tools & a proven process that helps run your business **TODAY!**

PAY AS YOU GO - You only pay for the transactions that close. There are no salaries to pay if the business isn't there. An independent TC isn't getting paid or benefiting unless you do.