

# Services



## Escrow Package \$400

- Review contract, obtain any missing signatures and initials on the contract and addendums.
- Open Escrow - All parties contacted via an email as a member of “your” team along with a timeline.
- Send copy of Earnest Money Deposit to necessary parties.
- Compile all brokerage disclosures and send to other agent or out for clients signature
- Create brokerage file in agents compliance system
- Log and monitor all contingency dates.
- Order and track all inspections specified in contract.
- Confirm buyer has made application and appraisal is ordered.
- Prepare Repair Request (Agent directed).
- Order home warranty (if applicable).
- Send Escrow all pertinent documents throughout the transaction (addendums, invoices, home warranty, short term rental agreement etc.).
- Follow up with escrow for receipt of Prelim, HOA/CCR docs, estimated HUD-1/Settlement statement
- Verify lenders closing documents and CD are delivered to title company.
- Send commission instructions to broker for signature and back to title company fully executed.
- Provide buyer and seller with utility information for transfer of services.
- Coordinate signing time and place.
- Weekly summary reports sent to Agent and Client every Thursday
- Ensure brokerage file is 100% complete for agent payment (greensheets/commission disbursements can also be submitted)
- Send review request to client upon closing with direct links to agents platforms (FB, Google, Realtor.com, Zillow.com etc.)

## Listing Package \$200

- Create Transaction Desk transaction and listing package.
- Obtain all signatures on listing docs.
- Create office file for compliance system.
- Enter as a partial listing in MLS (Agent will review and make live).
- Upload photos in MLS partial listing (if received from agent).
- Upload associated documents into MLS listing.
- Enter showing instructions.
- Order Home Warranty.
- Order Prelim (if requested).

## New Construction \$200

- Review contract, obtain any missing signatures and initials on the contract and addendums.
- Compile all brokerage disclosures and send out for clients signature
- Create brokerage file in agents compliance system
- Log and monitor all contingency dates.
- Send Escrow all pertinent documents throughout the transaction (addendums, invoices, home warranty, short term rental agreement etc.).
- Send commission instructions to broker for signature and back to title company fully executed.
- Ensure brokerage file is 100% complete for agent payment (greensheets/commission disbursements can also be submitted)
- Send review request to client upon closing with direct links to agents platforms (FB, Google, Realtor.com, Zillow.com etc.)

## Listing Compliance Only \$50

- Create brokerage file in agents compliance system
- Alert agent of missing documents and signatures
- Ensure brokerage file is 100% complete for agent payment