



# WHAT WE DO



## CONTRACT

- Thoroughly review contract and send critical dates/deadlines to all parties
- Send executed contract and applicable riders/addenda to all parties
- Correct any discrepancies on contract/riders/addenda as needed
- Confirm escrow deposit is received and obtain receipt
- Contact all parties via introductory emails sent by us as a member of “your” team as well as a phone introduction with your clients
- Process compliance and ensure commission disbursement is issued prior to closing



## INSPECTIONS/REPAIRS

- Set up and/or confirm home inspection(s) with all parties
- Prepare and coordinate the execution of repair addenda
- Monitor progress of repairs prior to closing and ensure all terms are satisfied



## FINANCING (Regardless of Side)

- Confirm buyer makes loan application
- Confirm/coordinate the scheduling of the appraisal as needed
- Follow up with lender on status of appraisal, conditions, and overall progress of loan
- Confirm loan approval prior to deadline
- Confirm insurance is bound with lender/buyer



## CONDOMINIUMS/HOA

- Request copies of condo docs required per the condo rider and ensure delivery to buyer(s)/buyer’s agent
- Assist buyer(s) with application and approval process for the Condo/HOA association
- Confirm association approval is received prior to deadline



## TITLE

- Submit contract and applicable riders/addenda to open a new closing file
- Request/Verify seller-provided survey/elevation certificate and/or ensure a new survey and/or elevation certificate is ordered as required
- Request title commitment prior to deadline
- Ensure Home Warranty is ordered and invoice is provided to title prior to closing (as required)



## PRE-CLOSING

- Deliver commission disbursement to title prior to closing
- Schedule and/or confirm final walk through and send final walk through form for buyer(s)
- Ensure buyer(s) receive utility information/confirm utilities are set up prior to closing
- Confirm CD/TRID requirements are met and ensure CTC is confirmed by Title/Lender
- Review ALTA/HUD statement as a "second set of eyes" prior to closing to ensure correct price/credits/commission(s)
- Confirm final cash to close amount and wiring instructions are delivered to buyer(s)
- Ensure transfer of keys/garage remotes/FOBs



## AFTER CLOSING

- Ensure all closing documents are uploaded and submitted to compliance

### TOP 3 REASONS TO USE A LICENSED AND INSURED TC

**Pay Per Transaction-** When using List2Close we only get paid when you do

**Plug and Play** - We have our own internal systems, tools, and training to help our TCs manage any and all transactions

**Low Cost** - Your only cost is our fee - We cover training, vacation, taxes, and programs for all of our TCs



# CONTRACT SERVICES PRICING

## What You Do:

- Provide Fully Executed Contract
- Complete Contract Handoff
- Attend Any In-Person Events (Home Inspection, Appraisals, Final Walk Thru, Closings, etc)
- Negotiate any Repairs, Price Changes, or Other Changes to the Terms of the Contract
- “After Hours” (Outside of Mon-Fri / 9am-5pm) unless urgent



**PAPERWORK ONLY**



**VACANT LAND TRANSACTIONS**



**CASH TRANSACTIONS**



**FINANCING TRANSACTIONS**



**DUAL-SIDED TRANSACTIONS**



**LISTING AND CONTRACT PACKAGE**

**On Average, An Agent Typically Commits Between 15-20 Hours Of Their Time To The Entire Contract to Close Process.**

**PUTTING TIME BACK IN YOUR HANDS**

**CALL US TODAY!**

## Our Promise To You:

Hiring one of our Licensed Transaction Coordinators means you will partner with an entire team with over 50 years of combined experience that will result in hours of work leveraged to take care of what's more important to you.

