

Transaction Management Service

Premier **TC** Services

Real Estate Transaction Management Solutions

📞 407-777-2080

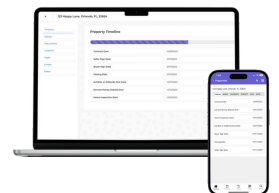
✉️ Hello@PremierTCsvc.com

🌐 PremierTCsvc.com

Our premium real estate transaction management services coordinate transactions from start to finish and are invaluable for REALTORS® Nationwide. The support of a real estate transaction manager is fantastic, but our concierge-level, award-winning, and top-ranked transaction-to-close services set us apart as the best partner for your needs. We boast a large team of licensed real estate transaction managers who are fully dedicated and committed to their roles, and do not compete. As soon as your client signs a contract, we step in seamlessly to relieve you of stress, coordinating your entire transaction from contract to close. And yes... we tailor our services to fit the operations of your team, brokerage, or individual agent needs. Rest assured, all our real estate transaction coordinators are based solely in the U.S.

Contract to Close | \$499

- Review contract, addenda, disclosures, and any additional paperwork for accuracy
- Review and obtain any missing paperwork
- Open escrow, order title and ensure timely delivery
- Ensure delivery of earnest money deposit
- Ensure all contract requirements & deadlines are completed on time
- Send introductory communications to all parties (Via phone call, text & email)
- Full access to robust transaction management software and technology to empower you to do more on the go from your phone or desktop with 24/7 full access to everything you
- Complete all checklist items
- Send updates to all parties as needed
- Electronically record copies of all documents and ensure upload to brokerage transaction management software
- Coordinate all Inspections and inform all parties of timelines and appointments
- Coordinate ordering of appraisal and survey
- Assist customer in obtaining insurance as needed
- Continuously monitor key contract dates and keep all parties on task
- Coordinate home warranty orders
- Initiate calendar invites for all key dates and appointments
- Follow up on completion of any required repairs
- Assist customers with set up, transfer and disconnection of utilities
- Complete commission disbursement authorization (if applicable)
- Obtain and review closing statements
- Schedule final walkthrough and closing appointments
- Request Google Review on behalf of agent
- Ensure final brokerage compliance of all documents
- Complete commission disbursement authorization (if applicable)



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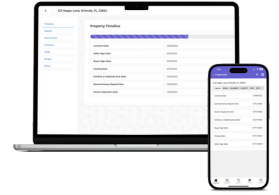
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Listing to Close | \$499

- Review listing agreement documents for missing initials and/or signatures
- Introduction email sent to the seller(s) as well as introduction call
- Seller's property disclosure or Sellers condo disclosure completed + Signed
- Homeowners association or condo addendum completed + Signed
- Get any company-specific disclosure completed + Signed
- Setup photoshoot with photographer and seller
- Order sign install
- Submit listing documents to the broker for compliance for review and/or approval
- Review contract, addenda, disclosures, and any additional paperwork for accuracy
- Review and obtain any missing paperwork
- Open escrow, order title and ensure timely delivery
- Ensure delivery of earnest money deposit
- Ensure all contract requirements & deadlines are completed on time
- Send introductory communications to all parties (Via phone call, text & email)
- Full access to robust transaction management software and technology to empower you to do more on the go from your phone or desktop with 24/7 full access to everything you
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- Complete commission disbursement authorization (if applicable)
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- Ensure final brokerage compliance of all documents
- Complete commission disbursement authorization (if applicable)



MLS Data Entry & Research Add On | \$79

- MLS data entry form completed + Signed
- Contact HOA/Condo Association and verify restrictions, buyer application process and obtain documents
- Labels & orders photos in MLS
- Enter listing into MLS
- Upload disclosures documents to MLS attachments
- Write public remarks for MLS
- Input showing instructions
- Verify listing is live on MLS, Zillow, Trulia, and Realtor.com for syndication accuracy

Have a Question?
Connect With Me!



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