

# CONTRACT TO CLOSE

## SINGLE SIDE \$800

## DUAL SIDE \$1600

### Initial Contract Review & Setup

- Review the executed purchase agreement for completeness and accuracy.
- Input key contract dates and details into the transaction management system.
- Set up contingency and key date reminders for the agent and parties involved.

### Document Management

- Collect all required documents from buyers, sellers, and other parties (e.g., disclosures, addendums, and reports).
- Ensure all documents are completed, signed, and dated correctly.
- Upload documents to the appropriate platforms (e.g., broker compliance systems).

### Communication with All Parties

- Communicate with all parties included the cooperating agent, transaction coordinator, escrow, lender, title company, lender and other transaction parties.
- Provide regular updates to the agent, buyer, seller, and other parties about the status of the transaction.

### Timeline Management

- Monitor contract deadlines (e.g., inspections, appraisals, loan contingency, etc.) to ensure all dates are met on time.
- Send reminders to the agent and parties about upcoming deadlines and required actions.
- Add due dates to agent's calendar

### Disclosures & Reports Coordination

- Obtain and distribute all necessary disclosures and reports to the buyer, seller, and agents.
- Ensure all disclosures and reports are acknowledged, signed, and returned promptly.

### Escrow Coordination

- Open escrow and coordinate with the escrow officer for all required documentation.
- Monitor escrow status, ensuring deposits are made and that the deposit receipt, and escrow acknowledgement is received..

### Inspection Scheduling

- Assist in coordinating inspections and with the buyer, seller, and vendors

### Contingency Tracking & Removal

- Track all contingencies, including inspections, loan approvals, Appraisal and any other contractual obligations.
- Prepare contingency removal forms and ensure they are signed and submitted as required.

### Compliance

- Submit documents for broker compliance and follow up on any revisions or corrections needed.

### Closing Preparation

- Verify that all documents required for closing are complete and accurate.
- Request the broker demand from escrow, ensure it is signed by the broker, and promptly submit it to the title company to facilitate timely payment upon the close of escrow.
- Coordinate the final walkthrough with the buyer, seller, and agents.
- Arrange possession & key exchange
- Review final closing statement and verify with buyer/seller/agent for accuracy.

### Transaction Finalization

- Receive and upload closing documents to the transaction file.
- Receive copy of commission check or wire and upload to file.
- Upload MLS Close report to file

### After Closing

- Send satisfaction survey to client on behalf of agent to gather feedback on the transaction.
- Send REVIEW Link (Google, Facebook, etc.)

### Important Notice

**All documents are prepared based on the agent's guidance and specific wording, and final approval from the agent is required before any documents are sent for signatures.**

