



# **BAY AREA TRANSACTION MANAGEMENT**

## **BROKER/OFFICE REQUIREMENTS**

- ✓ Ensure all documents are collected and signed by all parties
- ✓ Upload all contract documents into compliance system
- ✓ Complete required forms required by Broker

## **CONDOMINIUMS**

- ✓ Obtain copies of deed restrictions/condo docs and confirm receipt by buyer
- ✓ Ensure buyer has made application and performed interview, if required
- ✓ Confirm receipt of approval by the title company

## **CONTRACT**

- ✓ Contact all involved parties and introduce ourselves as a member of your team by e-mail
- ✓ Thoroughly review and complete all deadlines and timelines
- ✓ Confirm escrow deposit
- ✓ Weekly status updates

## **CLOSING**

- ✓ Disbursement authorization is provided to the title company, if applicable
- ✓ Coordination of closing time and date with all involved parties – if mail away, confirmation of receipt/return of package
- ✓ Ensure all utilities have been ordered by buyer
- ✓ Ensure delivery of lender closing documents to Title Company
- ✓ Track preparation and review of the HUD
- ✓ Ensure wire instructions sent to buyer
- ✓ Schedule final walk-through
- ✓ Confirm receipt by buyer of final amount due at closing
- ✓ Confirm receipt by seller of proceeds figure
- ✓ Ensure Broker has received all closing documents required
- ✓ Change status in MLS to sold, if applicable
- ✓ Order sign down, if applicable

## **FINANCING (REGARDLESS IF SELLER OR BUYER SIDE)**

- ✓ Confirm buyer has made application
- ✓ Make sure appraisal has been ordered
- ✓ Follow-up with lender for appraisal results
- ✓ Monitor underwriting process through receipt of loan commitment followed by the clear to close

## **INSPECTIONS**

- ✓ Ensure inspections are scheduled and confirmed for both home and termite within the time frame of contract and inform all involved parties
- ✓ Prepare repair request if needed with direction from agent

## **INSURANCE**

- ✓ Confirm all insurance related tasks are scheduled. *For example: 4 point, Roof, and Wind Mitigation*
- ✓ Provide title company and lender with all documentations and invoices

## **TITLE COMPANY**

- ✓ Ensure all documentation is provided within contract time frames
- ✓ Remain in constant contact throughout transaction
- ✓ Review title commitment
- ✓ Acquire existing survey and title policy (*if they exist and are still valid*)
- ✓ Make sure new survey is ordered if needed

## **LISTING MANAGEMENT**

- ✓ Ensure all listing documents are collected and signed by all parties
- ✓ Review and submit for compliance approval
- ✓ Enter Listing into MLS, upload photos and attach disclosures
- ✓ Order sign/post up
- ✓ Monitor listing, check expiration of listing, and prepare extension of paperwork, if applicable

## **LUXURY LISTING MANAGEMENT**

- ✓ Ensure all listing documents are collected and signed by all parties
- ✓ Review and submit for compliance approval
- ✓ Enter Listing into MLS, upload photos and attach disclosures
- ✓ Enter Listing into your business website, upload photos and attach disclosures
- ✓ Schedule photographer (if applicable)
- ✓ Order sign/post up
- ✓ Update other personal pages (i.e. Zillow, Trulia, Realtor.com)
- ✓ Post on Facebook
- ✓ Schedule stagers (if applicable)
- ✓ Monitor listing, check expiration of listing, and prepare extension of paperwork, if applicable

## **WHAT YOU DO**

- ✓ Provide fully executed contract, addenda, and contact information for all parties
- ✓ Deliver escrow deposit to respective title company, if applicable
- ✓ Attend home/termite inspection and negotiate repairs
- ✓ Provide access to property for appraisal and negotiate results, if applicable
- ✓ Attend final walk through and closing

*...and collect your commission!*

*Transaction Coordination/Management Fees and Listing Management Fees are separate. You may choose one or the other or both! Transaction Management Fee only paid out if the property closes!*