

# TRANSACTION COORDINATION

CLOSER PROS

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## LISTING COORDINATION PACKAGE

- Prepare Listing Paperwork and obtain signatures as needed.
- Open prelist and prelim with preferred title/escrow company.
- Input listing into the MLS, including photos and disclosures.
- Add listing to KWLS for online syndication.
- Add listing docs to Command/Brokerage Compliance.
- Includes Transaction Coordination to closing as well.

## TRANSACTION COORDINATION PACKAGE

- Review Purchase Agreements, counter offers, and amendments to ensure all are fully executed with proper dates, information, initials, and signatures.
- Create timeline and transaction summary to send to all parties.
- Ensure disclosures are provided within contractual timelines.
- Coordinate the opening of escrow.
- Upload all documents for Brokerage Compliance.
- Create Commission Disbursement.
- Maintain weekly contact with all parties involved for status updates and outstanding items.
- Make sure all necessary paperwork is in at the time of closing
- Keep track of deadlines per contract agreement

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## A LA CARTE ITEMS

- **OFFER PREP**

We can prep your client's offer for you given enough notice to plan around our current tasks.

- **LISTING PREP**

Prep listing documents for your appointment, input into the MLS and add KWLS to Command.

- **COMMAND/BROKERAGE COMPLIANCE**

Add all pertaining documents to Command and create commissions. *(Agent will need to send all the required documents and we will take it from there)*

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