

Transaction Coordinator

Contract to Close for LISTINGS

- ✓ Create 'accepted offer' in SkySlope file
- ✓ Review contract and all addenda for completion and accuracy. Coordinate with client to resolve any incomplete paperwork
- ✓ Send copies of executed contract and receipt page to agents, clients, title and loan officer
- ✓ Coordinate receipt of option fee check
- ✓ Keep track of amendments, survey, affidavit and seller's disclosure
- ✓ Weekly follow up with lender for appraisal status, underwriting and final loan approval. Make notes in Top Producer
- ✓ Weekly follow up with title company for title commitment, scheduling of closing. Make notes in Top Producer
- ✓ Text/email reminders before critical dates in contract (option, HOA, finance, survey)
- ✓ Instruct seller on utility transfer and homeowner's insurance cancellation
- ✓ Helpful Information emails throughout process
- ✓ Obtain repair receipts (if applicable) and forward to all parties
- ✓ Submit paperwork for compliance review and CDA delivery
- ✓ Email reminder for walk through scheduling
- ✓ Schedule closing for seller and notify all parties
- ✓ Email to clients about closing preparation (bring cashier's check, Driver's License, wiring instructions, etc)
- ✓ Coordinate delivery of keys, garage door openers, etc