

What *we do* for Contract to Close



Contract

- Thoroughly review contract
- Send executed contract and applicable riders/addenda to all parties
- Correct any discrepancies, missing signatures/initials as needed
- Follow up on acknowledgment of receipt of paid money and delivery of Due Diligence Fee and Earnest Money Deposit
- Send an email to the seller/buyer with the timeline



Inspections/Repairs

- Coordinate signing of DD Repair Request
- Provide the closing attorney with a repair request or agreement to amend contract as needed
- Follow up with required repairs including receipts/invoices before closing



Financing

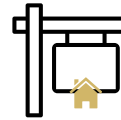
REGARDLESS OF SIDE

- Confirm that the buyer makes the loan application
- Confirm the scheduling of the appraisal
- Follow up with the lender on the status of appraisal, conditions, and overall progress of the loan
- Confirm loan approval prior to closing



Condos/HOA

- Request condo docs and ensure delivery to the buyer's agent
- Assist with requesting documents
- Gather all required contacts and information of the property management company



Pre-Closing

- Coordinate completion of the attorney info sheet
- Create professional services disclosure (if required)
- Order home warranty as needed
- Send a final closing update to seller/buyer
- Ensure buyers have received utility information to set up prior to closing
- Request CD/ALTA for brokerage file
- Notify brokerage of successful closing



Post-Closing

- Request client Testimonials or Review
- Send CD/ALTA/HUD to the client in January for tax purposes
- Send 1 Year Home Anniversary email (buyer only)

TOP 3 REASONS TO USE A

Transaction Coordinator

Pay As You Go - When using Precision Transactions you pay per transaction - no overhead to worry about when things get slow.

Plug and Play - We have our own internal systems, tools and training to help our TC's manage any and all transactions.

Low Cost - Your only cost is our fee - we cover training, vacation, taxes and programs for all our TC's.

WHAT YOU DO:

- Provide Fully Executed Contract
- Complete Contract Submission on our website
- Attend any In-Person events (Inspections, Appraisals, Final Walkthroughs, Closings, Etc.)
- Negotiate any Repairs, Price Changes or Other Changes to the Terms of the Contract
- Recommend Vendors as Needed to Your Clients
- Advise Clients on Major Choices/Decisions during Transaction
- Follow Deadlines, Documents, and Answer Questions during our "After Hours" (anything outside our normal Mon-Fri / 9 am-5 pm availability)
- Always Copy and Request that TC is copied on Correspondance
- Ensure TC is Up to Date on Any Missed Communication, Date Changes or Information from all parties

\$425

Contract to Close
One Side

\$750

Contract to Close
Both Sides

\$150

Listing
Coordination

\$50

Document Prep
*Fee**
*Buyer or Listing Docs

On Average, An Agent Typically Commits Between 15-20 Hours Of Their Time To The Entire Contract to Close Process.

If You Are Managing 5 Transactions A Month, That Equates To 75 Hours Just Working "In The Business"

→ Our Promise To You ←

Hiring a Precision Transactions TC means you will partner with an entire team with years of experience that will result in hours of work leveraged to take care of what's more important to you, like:

♥ Loving on your clients - past and current



Getting New Business



Going on Vacation



Working in the Community



Spending more time with family and friends