

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
- Send email to seller/buyer with timeline



Inspections/Repairs

- Provide attorney with all repairs for P&S
- Create any addendum related to inspection items as needed.
- Follow up with required repairs including receipts before closing



Financing

REGARDLESS OF SIDE

- Confirm buyer makes loan application
- Confirm scheduling of appraisal
- Follow up with lender on status of appraisal, conditions and overall progress of loan
- Confirm loan approval prior to deadline
- Confirm lender has insurance binder



Condos/HOA

- Request condo docs and ensure delivery to buyers agent
- Request 6(d) certificate
- Assist with requesting documents



Purchase & Sale

- Ensure both attorneys are in contact and draft P&S has been created
- Follow up with attorney day before due for status
- Review and verify all information is correct
- Circulate for signature and send fully executed to all parties
- Request confirmation of 2nd EMD
- Send next steps to buyers/sellers



Pre-Closing

- Create and deliver commission statement to attorney prior to closing
- Send final closing update to seller/buyer
- Ensure smoke cert/final utilities received or ordered
- 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 Testimonial 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.

2025 CURRENT PRICING

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

\$450

Contract to Close
One Side

\$800

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