

What *we do* for Contract to Close



Condos/HOA

- Request any missing docs and ensure delivery to agent, clients or title
- Assist with requesting documents as needed throughout the transaction
- Gather all required contacts and information of property management company for title if needed



Purchase Agreement

- Thoroughly review purchase agreement
- Send executed contract and applicable amendments/addenda to all parties
- Correct any discrepancies, missing signatures/initials as needed
- Follow up to confirm delivery of Earnest Money Deposit
- Send an email to the client with the next steps
- Coordinate Survey, HOA and Seller Disclosures with all parties
- Calendar Invites for all contract dates



Inspections/Repairs

- Coordinate the signing of any Repair Addendums, as instructed by the agent
- Provide title with the Repair Addendums, as needed
- Follow up with required repairs including receipts/invoices before closing



Financing

REGARDLESS OF SIDE

- Confirm scheduling of appraisal
- Follow up with the lender on the status of appraisal, conditions, and overall progress of the loan
- Confirm loan approval prior to closing
- Confirm the prelim CD sent out to the client



Pre-Closing

- Coordinate Home Warranty (if applicable)
- Ensure title has all the required information
- Follow up on Survey and Title Commitment
- Send a final closing update to the seller/buyer
- Ensure buyers have received utility information to set up prior to closing
- Collect any receipts/invoices for repairs
- 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.

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

\$375

Contract to Close
One Side

\$650

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