

What *we do* for Contract to Close



Purchase and Sale

- Thoroughly review the P&S and send to all parties
- Confirming BAD with all parties
- Correct any discrepancies, missing signatures/initials as needed
- Ensure receipt of Earnest Money Deposit and circulate receipt as needed to all parties
- Send email to seller/buyer with the timeline



Inspections/Repairs

- Ensure all inspections are completed before the deadline
- Create any amendments related to inspection items as needed
- Follow up with required repairs including receipts before closing



Financing

REGARDLESS OF SIDE

- Confirm buyer completes loan application and orders credit report
- Confirm ordering, scheduling and completion of appraisal
- Follow up with lender on status of appraisal and progress of loan
- Confirm loan approval is on track
- Confirm CTC and review CD/ALTA



HOA/Condo

- Confirm receipt or request any HOA/condo docs and ensure delivery to buyers agent and title
- Ensure HOA contact information provided to title company



Title Company

- Ensure the title company has everything they need throughout the transaction
- Follow up with title periodically to ensure the transaction is on track
- Ensure loan payoffs and title on track
- Request any extensions or paperwork as needed
- Connect multiple title companies when the transaction is contingent on other sales



Pre-Closing

- Ensure title has the compensation agreement prior to closing
- Send a final closing update to the seller/buyer
- Order Home Warranty (if applicable)
- 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.

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