



## SCOPE OF WORK

### Contract to Close - \$375

#### **Paperwork Compliance**

Verify that Contract and Addenda are signed, accurate and complete.

Coordinate with the other Agent to obtain any missing information or signatures.

Ensure that we have all Brokerage required documentation for compliance and upload to your Broker as required for compliance.

Send any missing documents to the Client for signature.

\*Prepare and send any additional addenda, as required, throughout the transaction and send to your Client for signatures.

Ensure that your Disbursement Authorization is obtained from your Broker and sent to Title prior to Closing.

Provide you with key notifications via text that will keep you informed as to the progress of the transaction.

#### **Escrow**

Open Escrow with the Title Company and ensure Escrow Deposit is received by the due date. Send Escrow Receipt to your Client.

Maintain constant contact with all parties involved regarding outstanding items with regular status updates.

Ensure that Buyer receives the Title Commitment by the date required on the Contract.

Monitor the status of Title & Lender related documentation, including Survey's, Title Commitments, HOA docs, Estoppels, Lien Searches etc.

Stay in contact with Title through Clear to Close.

## Financing

Contact the Lender from the outset, regardless as to whether we are representing the Buyer or the Seller and provide them with executed Contract and Addenda.

Ensure Loan Application is completed on time.

Verify that the Appraisal is ordered as required. Track the Appraisal from order, through appointment and receipt to make sure it is happening as scheduled.

Frequently check in with the Lender to make sure we are on schedule for closing and keep you informed as to the status of the Loan.

## Closing

Reach out to the Buyer and provide them with any Utility Information so they can set up service at their new home.

Remind Seller to leave services turned on for the final walk-through, but that they should arrange for them to be turned off after closing.

Coordinate with Title and your Client to schedule Closing, whether it be in person, mail-away or requiring mobile notary services.

Ensure we are in receipt of the preliminary ALTA statement as soon as possible prior to closing.

Send out a Final Settlement Statement as soon as we are fully closed, along with a congratulatory email!

### **IMPORTANT NOTE**

*\*You will be required to sign off on any documentation prepared by Paperchain Transactions prior to it being sent for signature by your Client. It is your responsibility to make sure that you are satisfied with the wording and/or content of the documentation and to make sure it is correct.*

*Even though you are working with a Transaction Coordinator who is licensed as a Real Estate Sales Associate, by law we can only carry out work approved by the DBPR as that which can be carried out by an unlicensed assistant. Please review with your State what your legal responsibilities are as a Real Estate Sales Associate/Broker. Please reach out if you have any questions!*