

TRANSACTION COORDINATION

Ready to be a Top Producer?

Free up your time to sell and watch your business bloom! Let our in-house Contract to Close (CTC) manage all the details of your transaction, whether you are representing the buyers, the sellers, or both. Simply send us your contract and we will handle the rest!

WHAT CTC MANAGES FOR BUYER/SELLER SIDE TRANSACTIONS:

BUYER'S SIDE

- Enter your transaction into SkySlope (manage the SkySlope file to closing)
- Create an Open To Close transaction to follow all timelines of the contract
- Send introduction emails to your buyer and the listing agent
- CC you on all correspondence
- Send the contract to title and lender
- Schedule inspections
- Inform all parties about scheduled inspections
- Check your file for compliance
- Ensure earnest money is received within the contract timeline; send copy or receipt to lender and/or listing agent
- Draft the repair proposal/amendment at your direction
- Draft any necessary amendments/addendums needed
- Request utility info from listing agent and provide to buyer prior to closing
- Ensure appraisal has been ordered within contract timeline
- Ensure appraisal value is good and any repairs are completed, if necessary
- Order home warranty, if applicable
- Coordinate with parties to ensure closing is scheduled
- Coordinate with you, your client, and the listing agent to schedule final walkthrough
- Confirm the CD is sent to the buyer at least 3 business days prior to closing
- Confirm the loan is cleared to close
- Review ALTA statement for accuracy

SELLER'S SIDE

- Enter your transaction into SkySlope (manage the SkySlope file to closing)
- Create an Open To Close transaction to follow all timelines of the contract
- Send introduction email to your seller and to the title company
- Send introduction email to the buying agent / remind them about missing docs, scheduling inspections, etc.
- CC you on all correspondence
- Inform seller about scheduled inspections
- Check your file for compliance
- Ensure earnest money is received within contract timeline
- Request utility info from the seller and provide to the buyer's agent prior to closing
- Ensure the Repair Proposal is received within the contract timeline
- Draft the repair amendment at your direction, if necessary
- Draft any necessary amendments/addendums needed
- Ensure appraisal has been ordered within contract timeline
- Ensure appraisal value is good and any repairs are completed, if necessary
- Coordinate with parties to ensure closing is scheduled
- Confirm final walkthrough day/time with the seller
- Confirm the CD is sent to the buyer at least 3 business days prior to closing
- Confirm the loan is cleared to close
- Review ALTA statement for accuracy

NOW OFFERED AT JUST \$299 PER TRANSACTION

(Accounting will deduct the fee from your commission when they process the closing & there's NO CHARGE if the file terminates!)

Things To Note:

- Your team leads (or personal deals while under mentorship or a transition advisor) MUST be sent to CTC and there is no charge for those transactions.
- In the event that you are facilitating BOTH sides of a transaction and ONE side is a team lead, the fee for CTC to manage both sides will only be \$100!! (If BOTH sides are personal and you'd like CTC to manage the transaction, it will just be the \$299 for BOTH sides.)
- All contracts will be processed like our team lead contracts, meaning we'll use the same email templates, we'll introduce Ryan White, and we'll introduce Black Tie Moving. Customized emails WILL NOT be accommodated.
- The information and docs from the New Contract Checklist are still required to be provided by the agent.
- CTC cannot advise or negotiate, so the agent is required to step back in when either is needed.
- Contracts will be processed within our current timelines:
 - Within 1 Business Day for a standard Buyer side contract
 - Within 2 Business Days for a standard Seller side contract
 - Within 3 Business Days for New Construction that is 60+ days out from closing