Transaction Coordination & Short Sale Negotiation

mycoordinator
REAL PEOPLE, REAL RESULTS

FULL SERVICE BUYER COORDINATION
ONLY $349*

The My Coordinator team will do the following:

✓ Collect contract, addendums, buyer due diligence, agency agreement, FYP, mold disclosures, lead paint disclosures, etc. Verify signatures, initials and dates are present on all documents.

✓ Introduction e-mail to Listing Agent.

✓ Keep track of contract deadlines and notify Agent of upcoming deadlines.

✓ Send contract, addendums, MLS printout & other pertinent documents to Lender.

✓ Send purchase contract, addendums, and MLS print out to Title/Escrow Company. Order title report & CC&R's from the Title Company.

✓ Verify that agent has collected earnest money within four calendar days as per contract and make a copy for the file.

✓ Follow up with Title/Escrow Company if My Coordinator has not received the title report within three days from ordering (state specific).

✓ Collect preliminary title report, sellers property condition disclosures & CC&R's from Listing Agent & send to Buyers Agent for review.

✓ Order Home Inspections. Coordinate with Listing Agent and Buyers.

✓ Follow up with Home Inspector and get a copy of inspection reports for file, Agent and Buyer.

✓ Follow up with Buyers Lender on appraisal (to confirm date it was ordered to ensure it will meet deadline).

✓ Order Home Warranty and get information to Title/Escrow Company.

✓ Verify agents "Brokerage" file to make sure all required documents are uploaded and approved so Agent may get paid on time.

✓ Follow up with Title/Escrow Company to make sure Agent gets final closing disclosure (it is the Agents responsibility to review the final closing disclosure).

✓ Coordinate with Buyers Agent and clients to schedule closing.

✓ Follow up with Title/Escrow Company to confirm when Agent's check will be delivered to brokerage.

MyCoordinator.com
Info@MyCoordinator.com

385-240-3002