

# Transaction Coordination & Short Sale Negotiation



mycoordinator

REAL PEOPLE, REAL RESULTS

## FULL SERVICE LISTING COORDINATION

The My Coordinator team will do the following:

- ✓ Collect new listing input form, exclusive right to sell/agency agreement & sellers property condition disclosures etc. from agent.
- ✓ Order Brokerage sign to be installed (upon Agent request).
- ✓ Order pictures/or photo tour (upon Agent request).
- ✓ Help collect HOA docs if needed.
- ✓ Order preliminary title report and CC&R's from Title/Escrow Company.
- ✓ Upload all listing paperwork into agents back office software.
- ✓ Once offer is received, collect contract, addendums & all additional paperwork.
- ✓ Introduction e-mail to Buyers Agent.
- ✓ Send to Buyers Agent, preliminary title report, sellers property disclosures, HOA Information & CCR's (if available).
- ✓ Send purchase contract, addendums, and MLS print out to Title/Escrow Company. Order updated title report.
- ✓ Verify from Buyers Agent that earnest money has been collected within four calendar days or per contract and make a copy for the file.
- ✓ Follow up with Title/Escrow Company if title report is not received within three business days from ordering.
- ✓ Keep track of contract deadlines and notify Agent of upcoming deadlines.
- ✓ Follow up with Title/Escrow Company to make sure agent receives final closing disclosure (it is the Agent's responsibility to review the final closing disclosure).
- ✓ Verify Agents "Brokerage" file to make sure all required documents are uploaded and approved so agent may get paid on time.
- ✓ Coordinate with Agent and clients to schedule closing.
- ✓ Follow up with Title/Escrow Company to confirm when Agent's check will be delivered to Brokerage.
- ✓ Order Brokerage sign to be removed (if we ordered install).