

# FAQ Responsibility Acknowledgment



mycoordinator

REAL PEOPLE, REAL RESULTS

**Note: A fully signed Purchase Contract and Agency Agreement or Listing Agreement and MLS Input Form are required to start a file.**

## Transaction Coordinator's Responsibilities

- ✓ Order Photos
- ✓ Order Sign Installation
- ✓ Send Seller's Disclosures for signatures
- ✓ Will Draft and get signatures for the following forms:
  - Buyer's Due Diligence
  - For Your Protection Form
  - Mold Disclosure Form
  - Document Receipt
  - Seller's Property Condition Disclosures
  - Lead Based Paint Disclosure
  - Wire Fraud
- ✓ Obtain signatures on the following:
  - Addendums (after original REPC and addendums have been accepted)
  - MLS change form
- ✓ Follow up to ensure Earnest Money has been deposited and get copy
- ✓ Send copy of Contract, addendums, Earnest Money Receipt, MLS to Lender and Escrow/Title Company
- ✓ Under Contract email to Lender and Escrow/Title Company
- ✓ Will Order CC&R's, Preliminary Title Report, Property Plat Map and send to the agents and clients for review
- ✓ Will obtain HOA Documents and send to the co-op agent
- ✓ Will schedule Home Inspection with all parties
- ✓ Verify that the appraisal has been ordered and received
- ✓ Order home warranty and send invoice to title
- ✓ Schedule closing
- ✓ Order Closing Disclosure for agent review
- ✓ Go through the entire file to verify all signatures and dates are present
- ✓ Upload files into Agent's back office as per broker's compliance

## Agent's Responsibilities

- ✓ Start transaction in the My Coordinator TOUCH System ([www.mycoordinator.com](http://www.mycoordinator.com))
- ✓ Handle ALL Marketing for listings
- ✓ Take Appts for Showings (Unless using a showing service)
- ✓ Draft the following
  - REPC
  - Agency Agreements
  - Listing Agreements
  - MLS Input Sheets
- ✓ Obtain signatures on the following:
  - REPC
  - Agency Agreements
  - Listing Agreements
- ✓ Review Preliminary Title Report, CC&R's and HOA info
- ✓ Negotiate ALL terms of contract and repair addendums needed
- ✓ Review Final Closing Disclosure

We do not charge any fees unless your transaction closes.

**MyCoordinator.com**  
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Please contact an Attorney or Accountant for legal or tax advice.