

Broker's LLC compliance

Make sure all documents provided are fully executed
 Upload missing documents on Brokermint
 Complete required disclosure forms and in house documents required by BROKER'S LLC
 Request Closing Disbursement Authorization and deliver to closing agent

Contract Requirements

Outline contractual deadlines
 Send welcome email to all parties involved included escrow, title, lender and cooperating agent
 Ensure buyer's deposit is in Escrow on time

Condos & HOA's (If applicable)

Request to listing agent all government docs, condo docs or HOA.
 Obtain association application and condo docs information to provide to the agent
 Confirm status weekly with the association until receipt of approval
 Confirm title received approval
 Weekly email providing status information to the agent
 Confirm with title estoppel requests have been made
 Confirm with the association about estoppel status

Inspection Period

Obtain from agent inspector information
 Schedule an inspection and confirm it was done within the time frame in the contract
 Request Repairs or credit addendum from the agent (Only if applicable)
 Follow up with the agent about repair status
 Request and schedule final inspection (If applicable on sellers' repairs/maintenance)

Financing period

Confirm with the agent, that the buyer has applied for a mortgage within the time frame required
 Make sure appraisal has been requested by the lender
 Schedule appraisal and confirm it was done within the time frame in the contract
 Confirm with the lender and the association that condo questionnaire was processed
 Follow up on appraisal results
 Follow up with the lender about the loan approval status

Closing Process with Title Company

Monitor with title Survey request and status
 Make sure the title has all the documentation requested from the buyer during time frames
 Weekly contact with title through transaction
 Verify with the title about title cure and removal from title commitment.
 Follow up with the title about deliver of the title commitment, lien search and estoppel to buyer

Final steps

Coordinate and schedule a final walk-thru
 Follow up with title about all documents from the lender are delivered to close
 Coordinate closing time, date.
 Confirm receipt of buyer's final amount for closing
 Confirm with the seller receipt of funds
 Confirm Keys have been exchanged
 Make sure the listing is properly closed on the MLS

Transaction coordinator service doesn't include visiting the property for inspections or appraisals.