Transaction Coordinator Services:

Buyers Side

Compile Purchase and Sale Agreement

- ✓ Read through P&S in detail
- ✓ Ensure all dates have been filled in
    - o If Seller doesn't sign P&S but does sign Counter Offer, ensure they have received P&S through paper trail.
- ✓ All initials and signatures are present
- ✓ Log all Buyer/selling agent/listing agent/seller/title/lender/inspectors contact information
- ✓ Track lending process
    - o Acquire Pre-Qualification Letter
        - ▪ Copy sent to Listing Agent
    - o Check Appraisal that came back satisfactory for Lender
        - ▪ Notify seller
- ✓ All transactions filed with GO Pending Department
- ✓ Create Transaction timeline in Document Manager
- ✓ Signed documents are given to all parties including buyer/agents/title/lender
    - o Title to begin Preliminary Title Commitment
        - ▪ Copies of Title Commitment sent to client and agent
        - ▪ Inform title company of Lender
    - o Seller to receive copy of EM check
- ✓ Verify listing agent has updated property in MLS to pending
- ✓ Every document to be input and managed through Document Manager for review by GO staff and Agent

Counter Offers and Addendum/Amendments

- ✓ Verify all counter offers are acquired
    - o Inspect offers in detail to ensure they are clear
- ✓ Verify all addendum/amendments are acquired and numbered sequentially
    - o Make note of all changes
    - o Adjust timelines accordingly

Disclosures

- ✓ Sellers Property Disclosure
  - All Signed
- ✓ Lead Based Paint Disclosure
  - Have signed copy with same date as P&S
  - All parties' signatures

Representation Agreements

- ✓ Signed copy of Buyer Representation Agreement
  - Agent and Client Signatures

Inspections

- ✓ Per contract date, discuss with requested Inspector on scheduling inspection date and time
  - Contact Agent with Inspectors availability within inspection contract terms
  - Upon Agent approval, may contact Listing Agent of Inspection date.
- ✓ Coordinate access so inspector knows how to get into the property
- ✓ File all Inspection Contingency documentation
- ✓ Verify Sellers' Response is within signed Inspection Contingency timeline
  - Ensure inspection corrections, approved by both parties, are completed within timeline
  - Obtain receipts of repairs
- ✓ CC&R's have been received and approved
  - Verify it is no later than inspection timeline
- ✓ Upload all documentation into Document Manager

Client Reminders

- ✓ Provide Buyer with Utility phone numbers
  - Notify Agent/Buyer of transfer/prorate of utilities
- ✓ Reminder of inspection date and time
  - Set expectations
- ✓ Remind Buyer to have Home Owners Insurance Ready
- ✓ Order Home Warranty if necessary
- ✓ Schedule Final Walk through with Agent/Buyer
  - Notify seller and remind to have utilities in use

Closing

- ✓ Verify loan is approved and loan documents are ordered as early as possible
  - Ensure lender has loan documents 4 days prior to signing
- ✓ Follow up with Lender on fund policy time
  - Schedule signing appropriately so funds are ready by contract date
- ✓ Schedule with Agent/Buyer/Title
- ✓ Request and review closing statements 24hours before signing.
  - Upon agent approval, send copy to client
- ✓ Verify property is recorded and funded per the PSA
  - ✓ Arrange key/garage door opener transfer

Escrow

- ✓ Verify they have insurance binder
- ✓ Verify they have loan documents from Lender

After Closing

- ✓ Arrange closing gifts
- ✓ Hand written thank you notes
- ✓ Follow up plan- May be customized to Agent's preferences
  - 1 week phone call
  - 30 day phone call
  - Hand written birthday card
  - 1 year anniversary as home owners card