



### **Transaction Coordinator List of Services**

- Based on our master checklist of documentation required for the subject transaction, review executed Sales Contract and related documentation for all necessary signatures and/or initials by all parties and dates, and notify you and your staff via email of any perceived errors or omissions on the documentation or of any outstanding documentation or information, such as Seller's Disclosure, Addenda referred to in the Sales Contract but not attached, Homeowners Disclosure Summary for each applicable mandatory homeowners association, personal property inventory, etc.
- Create and furnish a timeline of important dates and deadlines set forth in the Sales Contract, such as Effective Date, due date of additional deposit funds, financing contingency deadline and waiver due dates, expiration date of 3-day right of rescission, contingency removal deadlines, due date of personal property inventory and review, and applicable notification and response deadlines, and notify you and your staff via email approximately 2 business days prior to each of said deadlines and due dates.
- Coordinate pick-up of and delivery of initial deposit funds check to legal counsel/closing agent, and coordinate delivery of the wire instructions (sent by the Closing Agent) to your Buyer client to facilitate transfer of additional deposit and closing funds as and when due.
- Obtain and furnish for your information and file copies of completed signed Escrow Deposit Receipt Verifications or other sufficient documentary evidence of receipt by the closing agent of the initial and/or additional deposit funds.
- Identify governing condominium and homeowner association(s) to confirm whether membership approval is required, and if so, obtain and furnish to your Buyer the form application and fee information, and oversee timely submission of said application.
- Monitor the membership approval process and obtain or otherwise confirm proof of approval of your Buyer for membership in such association(s).
- If your client is a Seller, locate and share with Buyer's agent, legal counsel and/or closing agent copies of the prior owner's policy and survey (if applicable).
- Follow up with and obtain status reports from your client's legal counsel and the closing agent on the status of the transaction.
- Provide you/your staff and the client periodic updates on the closing process via email or telephone.
- My fee is \$295.00 per transaction to be paid once you receive your commission check.

**Contact Kelsey Earls for more information**

 **(239) 450-3596**

 **kelsey@closings4you.com**