

CONTRACT TO CLOSE

SERVICES PACKAGE



WHAT'S INCLUDED?

- OVERSEE ALL ASPECTS OF BUYER & SELLER TRANSACTIONS FROM EXECUTED PURCHASE AGREEMENT TO CLOSING.
- COORDINATE TITLE/ESCROW, MORTGAGE LOAN AND APPRAISAL PROCESSES.
- COORDINATE INSPECTIONS AND COORDINATE COMPLETION OF REPAIRS.
- REGULARLY UPDATE & MAINTAIN COMMUNICATION WITH CLIENTS, AGENTS, TITLE OFFICER, LENDER ETC.
- SUBMIT ALL NECESSARY DOCUMENTATION TO OFFICE BROKER FOR FILE COMPLIANCE.
- COORDINATE MOVING/POSSESSION SCHEDULES.
- COORDINATE CLOSING SCHEDULE
- INPUT ALL CLIENT INFORMATION INTO CLIENT DATABASE SYSTEM.
- SEND WEEKLY TRANSACTION STATUS REPORT
- GIVE ACCESS TO PROJECT MANAGEMENT APP FOR REAL TIME STATUS OF CONTRACTS

PLUS 1 YEAR CUSTOMER ENGAGEMENT VALUE ADD

(STAY IN FRONT OF YOUR CLIENT)

- SEND OUT BIRTHDAY CARD
- HAND WRITTEN NOTE CARD WITH YOUR BUSINESS CARDS ASKING FOR REFERRALS
- EMAIL FALL/SPRING HOME MAINTENANCE CHECKLIST WITH YOUR LIST OF PREFERRED MAINTENANCE PROVIDERS
- 1ST YEAR ANNIVERSARY SMALL GIFT AND PHONE CALL REMINDER



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