

MOST POPULAR

	BASIC	PREMIUM	VIP
	\$395	\$995	Call For Pricing
Audit purchase agreement and counter offers	✓	✓	✓
Supply an executed Purchase Agreement to every party	✓	✓	✓
Open escrow, obtain a file number, request preliminaries, and instructions	✓	✓	✓
Send escrow calendar to all parties	✓	✓	✓
Create property folder w. 24/7 accessible link	✓	✓	✓
Order NHD Report	✓	✓	✓
Provide a completed Seller Disclosure Package and deliver to the buyer's agent and monitor a timely return, as well as ensure that all contract time-lines are adhered to	✓	✓	✓
Send copies of the termite and any other reports to buyer's agent and to escrow	✓	✓	✓
Review disclosures prepared by the buyer and send for seller signature (if on buy side)	✓	✓	✓
Confirm the buyer has sent EMD	✓	✓	✓
Order Home Warranty	✓	✓	✓
Check in w. lender about appraisal & loan approval	✓	✓	✓
Escrow follow up to check in on completed paperwork & Prelim	✓	✓	✓
Confirm HOA docs have been ordered/received	✓	✓	✓
Request contingency removal from buyer's agent (if list side)	✓	✓	✓
Confirm Termite Clearance (if applicable)	✓	✓	✓
Weekly file audit	✓	✓	✓
Upload the complete file to cooperating brokerage system and Dropbox	✓	✓	✓
Create addendums or modifications to the contract/escrow	✓	✓	✓
Create repair requests and responses	✓	✓	✓
Create extension of escrow (ETA) ammendments & notify all parties	✓	✓	✓
Schedule all Appointments (Home Inspection, Termite, Final Walk Thru, etc)		✓	✓
Review inspection reports and create request for repairs		✓	✓
Review the Draft Escrow instructions.		✓	✓
Review the Preliminary Title report.		✓	✓
Confirm credits and price reductions to escrow and the lender (if applicable)		✓	✓
Schedule appraisal and communicate time with seller		✓	✓
Order 9a Report		✓	✓
Schedule retrofit		✓	✓
Oversee all inspections at the property			✓
Perform the final walk thru			✓
Send utility list to clients			✓
Change to PENDING in MLS			✓
Arrange key exchange			✓
Order sign down			✓
Call Client with funding confirmation			✓
Call client with recording confirmation			✓
Order Client Closing Gift			✓
Send E-mail to clients requesting Zillow Review			✓