
Contract to Close

- ✓ Change Status in FMLS/GAMLS (if listing agent)
- ✓ Review Contract for Signatures/Compliance
- ✓ Schedule Inspection & Advise all Parties of Date/Time – If listing Agent, Provide CBS Code to Co-Op Agent
- ✓ Add Contract Deadlines to Agent's Calendar
- ✓ Upload All Contract Docs to Broker Portal (KW Agents = Dotloop)
- ✓ Reminder to Agent to Turn in Earnest Money (if applicable)
- ✓ Collect Copy of Earnest Money for File
- ✓ Intro Email to Co-Op Agent (call as well if this package is selected)
- ✓ Email Congrats/Contract Deadlines to Seller/Buyer (call as well if this package is selected)
- ✓ Intro Email to Lender (call as well if this package is selected)
- ✓ Touch Base with Seller/Buyer Every 10 Business Days or Before if Contract Calls for Action
- ✓ Complete Greensheet
- ✓ Notify Agent of Any Missing Contractual Items
- ✓ Confirm Loan Application Has Been Made by Buyer
- ✓ Process Amendments as Needed (agent must provide verbiage)/Submit to All Parties including Buyer/Seller/Co-Op Agent/Attorney/Broker
- ✓ Follow Up with Lender as Needed
- ✓ Work with Closing Attorney to Ensure a Smooth Closing
- ✓ Submit Contract to Closing Attorney/Schedule Closing/Notify all Parties
- ✓ Assist with Commission Agreement and Submit to All Applicable Parties
- ✓ Order Home Warranty as Directed by Contract/Submit to Applicable Parties
- ✓ Request Pay at Close
- ✓ Notify All Parties of Appraisal Date/Time
- ✓ Verify Appraisal has Been Completed 5 Days Prior to Appraisal Contingency Ending (when representing Buyer)
- ✓ Request from Lender Buyer Commitment Letter Prior to End of Financing Contingency (when representing Buyer)
- ✓ Request from Lender Buyer Commitment Letter Day After Financing Contingency (when representing Seller)
- ✓ Advise Buyer or Co-Op Agent of Utility Providers
- ✓ Review File to Verify Broker has Noted File is Complete and No Further Items are Needed
- ✓ If Seller is Receiving Funds at Closing, Verify if They Want Check at Closing or Funds Wired
- ✓ Verify Closing Attorney Has Communicated Wiring Instructions if Representing Buyer
- ✓ Provide All Parties with Closing Attorney's Address/Directions and Confirm Closing Date/Time
- ✓ Collect/Distribute to all Parties Repair Receipts as Directed by Contract
- ✓ Notify All Parties of Final Walkthrough
- ✓ Verify Closing Attorney Receives Loan Package Prior to Closing
- ✓ Send Preliminary Closing Disclosure to Agent/Client Prior to Closing to Review
- ✓ Reminder to Agent to Take Earnest Money Check to Closing (if applicable)

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- ✓ Send FMLS 118 and Closing Disclosure to FMLS After Closing
 - ✓ If Listing Agent, Change Status to Sold in GAMLS

Contract Termination – No Additional Fee

- ✓ Upload T&R to Broker
- ✓ Request Earnest Money Refund (when applicable)
- ✓ Remove Contract Dates from Agent's Calendar

*\$300.00 – Communication with Client/Co-Op Agent via Email Only

*\$400.00 – Communication with Client/Co-Op Agent via Phone and Email

Contract to Close files will be billed on the last day of each month. The month contract is turned in will result in an end of the month bill of \$100 (if property closes in 1st month, entire amount will be due). Second month another \$100 will be billed at end of month (if property closes in 2nd month, remaining balance will be due). Third month another \$100 will be billed at end of month (if property closes in 3rd month, remaining balance will be due). So on and so forth until entire balance is billed. Please note if contract terminates, you will be billed through the month file terminated. Payment is due within 10 business days of invoice date. Late fee of \$25 will apply to past due payments. We reserve the right to discontinue working on any file in which delinquent payments are associated (agent will be notified in writing). Invoices shall be payable to R&R Referral Management, LLC and mailed or dropped off at 8604 Main St., Woodstock, GA 30188.