

Buyer-Side Transaction Management

\$500.00 / per closed file

A comprehensive, contract-to-close pipeline designed to protect your deadlines, handle your paperwork, and manage transaction logistics from day one—all included for a single flat fee.

What's Included in Our Full Service

Contract, Compliance & Disclosures

- **Contract & Addenda Audit:** Thoroughly review the initial purchase agreement, counter-offers, and all subsequent addendums.
- **Execution Verification:** Ensure all documentation is fully executed with accurate dating, required initials/signatures, and completed brokerage details.
- **Disclosure Preparation:** Draft all necessary state-specific and broker-mandated compliance disclosures.
- **Offer & Repair Drafting:** Write and assemble initial purchase offers, contract modifications, or formal Requests for Repairs based entirely on your exact terms and conditions.
- **AVID Drafting Support:** Fill out the Agent Visual Inspection Disclosure text based on your direct notes and dictated findings.
- **Client Document Delivery:** Guarantee the buyer receives clear copies of all legally required guides, reports, and informational booklets.
- **Digital File Management:** Upload all contracts, disclosures, and reports into your online transaction management portal as they are received.

Logistics & Timeline Management

- **Escrow Initialization:** Coordinate and manage the opening of the escrow account.
- **Appointment Scheduling:** Handle the logistics and scheduling for all property appointments, including home inspections, termites/WDO, and the final walk-through.
- **Timeline Oversight:** Actively monitor contract milestones, tracking the timely delivery of seller disclosures, earnest money deposits (EMD), escrow packages, and HOA documents.
- **Amendment Processing:** Coordinate and order escrow amendments as requested throughout the transaction lifecycle.

- **File Closing Coordination:** Confirm that escrow is in receipt of the final Home Warranty invoice and accurate Commission Instructions prior to closing.
- **Centralized Communication:** Maintain proactive, ongoing contact with all transaction parties (co-op agent, lender, title/escrow) for seamless status updates.

Agent-Retained Responsibilities

To maintain legal compliance and direct fiduciary protection for your client, the primary agent remains responsible for:

- Reviewing the draft escrow instructions and preliminary title report.
- Directly negotiating the terms of repairs, price reductions, or credits.
- Advising and guiding the client regarding the formal removal of contingencies (*we will track and provide advance reminders for all upcoming deadlines*).
- Conducting the actual on-site walkthrough and securing the client's signature on the final Verification of Property Condition.