

Seller-Side Transaction Management

\$500.00 / per closed file

A comprehensive, listing-to-close pipeline designed to manage disclosures, protect timelines, and handle transaction logistics from day one—all included for a single flat fee.

What's Included in Our Full Service

Listing, Compliance & Disclosures

- **Contract & Addenda Audit:** Thoroughly review the incoming purchase agreement, counter-offers, and all executed addendums to ensure every document is fully signed, initialed, and dated with complete brokerage details.
- **Disclosure Packet Assembly:** Prepare and compile a complete compliance disclosure package, including all state-specific, federal, and broker-required documents.
- **Seller Disclosure Coordination:** Send the disclosure packet directly to your sellers via your preferred delivery method (digital or physical), guide them through completion, and audit the returned files for missing signatures.
- **Buyer-Side Delivery & Tracking:** Provide the completed seller disclosure packet, termite reports, and inspections to the buyer's agent and escrow, actively monitoring for a timely, contract-compliant return.
- **AVID Support:** Draft the Agent Visual Inspection Disclosure text based on your direct notes and dictated findings.
- **Document Modification:** Prepare contract amendments, modifications, or responses to repair requests based entirely on your exact instructions.
- **Digital File Management:** Upload all contracts, amendments, disclosures, and hazard reports into your online transaction management portal in real time, delivering a fully audit-ready digital file (PDF) to you and your broker at closing.

Logistics & Escrow Tracking

- **Escrow Initialization:** Coordinate with the title and escrow companies to open the file, secure the escrow number, and distribute the fully executed contract to all transaction parties.
- **Appointment Scheduling:** Handle the logistics and scheduling for all listing-side appointments, including home inspections, appraiser visits, termite/WDO inspectors, and the final walk-through.

- **Document & Report Procurement:** Order the Natural Hazard Disclosure (NHD) report, track the delivery of HOA documents/resale certificates, and request draft escrow instructions and preliminary title reviews.
- **Milestone & Timeline Tracking:** Actively monitor the contract timeline, tracking the buyer's earnest money deposit (EMD), loan status, escrow packages, and contingency removal deadlines.
- **File Closing Coordination:** Confirm that escrow is in receipt of all final documents, including termite clearances, home warranty invoices, and signed Commission Instructions prior to closing.
- **Centralized Communication:** Introduce our role to all parties as your dedicated closing facilitator, maintaining consistent updates with the buyer's agent, lender, and escrow to keep the deal moving smoothly.

Agent-Retained Responsibilities

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

- Reviewing the draft escrow instructions and preliminary title report.
- Directly negotiating the terms of repairs, credits, counter-offers, or price reductions.
- Advising and guiding the client regarding the formal sign-off on contingency removals (*we will track and provide advance reminders for all upcoming deadlines*).
- Conducting the actual on-site walkthrough and securing the seller's final sign-off on the property condition.