

Transaction TC Duties



Listing	\$350.00 Package	\$500.00 Package	\$750.00 Package
Pre Listing Services			
Prepare Listing Agreement & Pre Disclosures		X	X
Obtain all necessary signatures on listing agreement, disclosures and other necessary documentation		X	X
Coordinate with sellers all property photos, staging, repairs, cleaning, signage, lockbox			X
Schedule Inspections		X	X
Place Listing on MLS			X
Contract to Close Services			
Review Contract, Set up Time Line	X	X	X
Professional Introduction to Parties	X	X	X
Maintain communication with other Agent/TC	X	X	X
Prepare Seller Disclosures (once escrow is opened)	X	X	X
Coordinate Inspections & Appraisal with Seller		X	X
Contingency Removal Reminders	X	X	X
Review Seller Net Sheet/Confirm Terms		X	X
Coordinate Title Signinig		X	X
Prepare Commission Demand		X	X
Ensure all documents are ratified and submitted for compliance review	X	X	X
Request Sign Removals			X
Send Closing Gift (paid for by agent)			X
Send Copy of Transaction to Client		X	X