compliance only

Items Included

- [ ] Gather all the documents required from the agent's storage software (DocuSign, etc).
- [ ] Contact the agent if there are any documents missing.
- [ ] Review all compliance documents for missing dates, incorrect names, or any other errors.
- [ ] Upload all documents to the appropriate brokerage website.
- [ ] Notify the agent if assistance is required when correcting returned documents.
- [ ] Re-upload any documents that are rejected by the compliance department.
- [ ] Ensure all compliance documents are approved.
- [ ] Plus more!

Special note: The contract documents are uploaded two weeks prior to closing. The closing documents are uploaded after closing has occurred.

Please let me know if you have any questions

Grace Solutions

TRANSACTION MANAGEMENT & VIRTUAL ASSISTANCE