

	\$350	\$400
Client Serving: Buyer	Contract to Close	Contract to Close with Elite Add-On
Send introduction emails to all parties	X	X
Send agent calendar deadline invites	X	X
Coordinate and schedule home inspections	X	X
Coordinate and schedule termite/septic inspections	X	X
Notify listing agent and buyer of inspection appointment date/time	X	X
Draft amendments changing contract details	X	X
Send weekly update emails to the agent	X	X
Follow up with lender to ensure loan is progressing	X	X
Follow up with lender to confirm appraisal status	X	X
Follow up with closing company to ensure there are no issues	X	X
Send utility information to buyer	X	X
Send buyer a link to USPS to update address	X	X
Coordinate scheduling final walkthrough	X	X
Coordinate scheduling closing	X	X
Send numerous check-in emails to the buyer	X	X
Confirm home warranty selection and order	X	X
Send documents for signatures as needed	X	X
Request repair invoices from listing agent	X	X
Send copy of repair invoices to buyer	X	X
Submit and ensure approval of all compliance documents	X	X
Ensure the DA is prepared and accurate if needed	X	X
Send a 1-week to closing email to lender & closing company ensure there are no delays	X	X

Send buyer a copy of all signed documents for the transaction	X	X
Respond to all emails that come in concerning the file	X	X
Create group text message between both agents and TC		X
Create group text message between agent, buyer, and TC		X
Send deadline reminders to agent via text message		X
Draft repair addendum according to agent instruction		X
Send repair addendum for signature once approved by agent		X
Monitor progress of repairs to ensure all are complete		X
Coordinate homeowner's insurance quote for buyer		X
Confirm buyer has sent homeowner's insurance information to lender		X
Confirm final cash to close amount and ensure wiring instructions have been sent		X