Transaction Coordination

Congratulation with your transaction! The following worksheet will help This means your Transaction Coordinator will be working efficiently to see that the necessary documents are

If you are representing a Seller:

Your Escrow Coordinator would need all the appropriate Listing Agreement & Agency Disclosure signed by you & your client before the listing is input into the MLS system. We required paperwork to be turned in within 24 hours of acquiring the listing:

- Listing Contract
- Agency Disclosure
- Authorization to Exclude, if Listing does not enter MLS within 48 Hrs

Your Escrow Coordinator can open a pre-escrow, and order any inspections ordered or reports needed. A Disclosure Package will be prepared for your sellers to fill-out and signed, within 3 days of listing.

If you are representing a Buyer:

Your Coordinator needs to have the following documents fully executed within 24hrs of an accepted offer:

- Purchase Contract
- Agency Disclosures for both Sellers and Buyers
- Buyer's Initial Deposit Check must be turn-in to your Escrow Coordinator
- Counter Offers and Addendum
- Escrow is open if neeeded
- Disclosure Package and Report will be obtained from Listing Agent

To make sure your Coordinator can continue to provide exceptional service please inform your Coordinator if any reports need to be ordered such as a home inspection or home warranty. Your Coordinator will then contact the title company to order the prelim and schedule a pick-up for the deposit check. Once they receive the disclosures from the Listing Agent they will prepare the disclosure packet for your buyers to sign. These are time sensitive procedures and with your aid your Coordinator will meet all required deadlines.

Congratulations on your new transaction please let us know if you have any questions!

Transaction Detail Sheet

Transaction Informa	ation			Commission & Refe	rral Information
Address				Listing Office %	
				Calling Office 0/	
Area					
		Exp Date		Broker	
Market Date					
Contract Date					
Sale Price					
Transaction Type	Regular	Short Sale	REO	City State Zip	
Contingency Remov	val Dates			Phone	Fax
Financing					
Physical					
Other					
Listing Agent Inforn	nation			Buyer's Agent Inforr	mation
Address				Address	
City, Zip				City, Zip	
Office Phone		Office Fax		Office Phone	Office Fax
Seller's Information				Buyer's Information	
Name				Name	
Address				Address	
City, Zip				City, Zip	
Hama Dhana				Hama Dhana	
Work Phone		Work			
Cell Phone					
_					Fax
E-Mail Address				E-Mail Address	
E-Mail Address				E-Mail Address	
Escrow & Deposit Ir	nformation			Lender Information	
Title Company				O NI	
Escrow Officer					
Escrow #				Address	
Address				City, Zip	
City State Zip				Office Phone	Office Fax
		Fay			
Init'l Deposit					
Add'l Deposit					
Add Deposit		Date		Lodii i logialii	Loan Amount
Insurance Info	Ver	N		Comica	Dete
Quote	Yes	No		Carrier	Rate
Office Use				SOURCE	MUST BE COMPLETED (CIRCLE ONE)
File #				Cold call/FSBO/Expired	Floor Direct Mail/Farming
Notes:				Email/eMarketing	Newspaper Referral/Center of Infl.
_				Internet - Agent Website	Open House Sign Call
				Internet - Corp Website	Relocation Internet - Other Website

PN Real Estate Group, Rev. 01

File Checklist

oresenti	ing:		Seller	Buyer (circle one)	COE:
	T		JIRED	_ inject (entre entre)	**
(S)	(B)	L			Description
TING FO	ORMS		NOT	: Please turn in Listing, along with first fi	ve (5) items listed below within 24 hours.
	-	R		Exclusive Authorization and Right to Sell	
_	+	R		Seller's Agency Disclosure Short Sale Information & Advisory - SSIA	
	+	R		REO Advisory (Listing) - REOL	
		R		MLS Printout / Authorization to exclude fro	om MLS (circle one)
				RE Infolink Data Sheet/Class	
				Authorization to Advertise on the Internet	
				MLS Status Change Form/MLS Exclusion For	rm
				Seller's /Tenant's Duty to Protect Personal Pro	operty
				Property Profile	
NTRAC	T FOR	MS/RE		· · · · · · · · · · · · · · · · · · ·	y excuted Purchase Contract, within 24 hours.
	-				AR OTHER (circle one)
-				Short Sale Addendum - SSA REO Advisory - REO	
			R	Counter Offer: 1	2 3 4 5 (circle one)
				Addendum: 1	2 3 4 5 (circle one)
				"As Is" Addendum	(if applicable)
				Common Interest Development Addendum	(if applicable)
				Financing Addendum	(if applicable)
				Seller Possesion after COE (Rent Back)	
				CAR Addenda - PAA-11	
				Contingent Sale Addenda	
2110			11	Probate Advisory (CAR)	
RMS NE	EDED	AT TII			roule Agent and "Colley". Deed Boy on 4st no -f AD
	+	-	R	Buyer's Agency Disclosure signed by Buy Seller's Agency Disclosure signed by Selle	er's Agent and "Seller" - Read Box on 1st pg of AD
				PN Real Estate Group Deposit Check Infor	
			R	Copy of Buyer's Deposit Check	Receipt of Deposit Check - From Escrow
					eased Deposit is part of Purchase Contract
				Copy of Increased Deposit Check	
				Buyer's Estimated Closing Costs	
CLOSU	IRES				
		R	R	Transfer Disclosure Statement - TDS-11	
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Listing Checklist

Date	Cmplt'd	Tasks	Notes
		Listing Contract Signed	
		- Listing Contract, Agency Discl	
		- Authorization to Exclude if not	
		Entering MLS w/i 48 hrs	
		Open Escrow	
		Order NHD, Prelim, HOA Docs	
		Disclosures	
		In an a sti an	
		Inspection	
		Preparation	
		i i op an an an	
		Pictures	
		Vard Cian	
		Yard Sign	
		Flyers	
		Property Folder	
		Open House	
		Open House	
			I .

New Purchase Checklist

Cmplt'd	Tasks	Notes
	Purchase Contract Signed	
	Open Escrow if needed	
	paid County)	
	Buyer Initial Deposit Check	
	- Must deposit to escrow in 3 days	
	i i	
	Contingencies Removal	
	Increased Deposit	
	- RID	
	- Copy of Escrow Receipt	
	Cmplt'd	Purchase Contract Signed - Fully Executed Contract - Counter Offer - Must turn-in to Office w/i 24 hrs Agency Disclosures - Sellers - Buyers Open Escrow if needed (Buyer can open Escrow in Buyer-paid County) Buyer Initial Deposit Check - Copy of check - Copy of Escrow Receipt - Must deposit to escrow in 3 days Disclosures - Obtain Discl's fr Listing Agent - Review Discl and Reports with Buyers Inspection Contingencies Removal