

AUGUSTA VIRTUAL ASSISTANTS

LISTING UNDER CONTRACT TRANSACTION CHECKLIST



AUGUSTA VIRTUAL ASSISTANTS LLC
Your Tasks On Our TIME

Listing Under Contract Transaction Checklist

Property Address: _____

Closing Date/Time: _____

Purchase price: \$ _____ Commission%: ____

Seller Name(s): _____

Seller Numbers: Home _____ Cell _____ Work _____

Additional numbers: _____

Email Address(es): _____

Best Form of Contact: Text Email Phone

Attorney/Title Company: _____ Contact: _____

Phone: _____ Email: _____

Is POA needed? Yes No

Financing Type: Conv VA FHA Other Finance Cont: __ days Appraisal Cont: __ days

Lender: _____ Loan Officer: _____ Email _____ Phone: _____

Binding Date: _____ Due Diligence Period Ends: _____

EM/Good Faith: \$ _____ Held By Whom: _____

Buyer(s): _____

Agent: _____ Phone: _____ Email: _____

Assistant or TC: _____ Phone: _____ Email: _____

Home Inspection Company/Date of Inspection: _____

Re-Inspection Date (if applicable): _____

Pest Control Company/Date of Inspection (if applicable): _____

Special Stipulations/Contingencies:

Immediately After Contract Is Binding:

Date Completed:

- Obtain contact info. for lender, attorney/contact, and buyer's agent
- Set Up Contract to Close File
- Check documents for signatures, initials, and details
- Confirm EM/Good Faith funds are collected
- Upload all U/C Documents into file sharing program or electronic file.
- Email seller, buyer's agent, lender and title co./atty contact to introduce self
- Verify pre-approval and receipts of ALL DOCS
- Inform seller of Home Inspection date/time and get confirmation from them
- Mark as U/C on MLS and marketing sites (if requested)
- Post Under Contract on Social Media outlets (if requested)
- Call Seller often and give updates- see if they have questions or concerns
- Fill out Greensheet or Agency Transaction Sheet and submit to Agent Services

Second Week:

Date Completed:

- Check for Repair Amendment/home inspection report and share with sellers/agent
- Schedule any repair estimates (if requested)
- Order HVAC service (if part of contingencies)
- Email Commission Agreement to Buyer's agent
- Schedule termite inspection (if applicable)
- Obtain CL-100 report and share with seller/atty/title company
- Order Home Warranty (if part of contingencies)
- Touch base with atty/title company for update on title search
- Confirm when appraisal is ordered
- Confirm Seller Information given to atty/title co. (SS#, loan pay-off, forwarding address)
- Touch base with seller to keep informed/answer questions
- Submit loop for compliance (if working with DotLoop)

If contract falls through:

Date Completed:

- Send Notice to Terminate to seller/agent for signatures
- Send signed termination to buyer's agent for signatures
- Send to proper contact for processing
- Follow up to make sure processing is complete and EM/Good Faith Funds are returned to the appropriate party.

Third and Fourth Weeks:

Date Completed:

- Check on re-inspection (if applicable)
- Ask lender for appraisal update
- Confirm closing date/time
- Touch base with agent about closing gift or any final details
- Request Disbursement Authorization (KW agents)
- Disbursement Authorization APPROVED. Sent to Atty/Title Company (if applicable)

After Closing:

Date Completed:

- Change to Sold in MLS System/software program
- Post photo of happy seller on Social Media outlets (if requested)
- Send Thank you letter and ask for review from specified sites (Realtor.com, Zillow, Facebook etc)