

**Brokers LLC compliance**

Make sure all documents provided are fully executed  
Double check that the agent uploaded contract in the system  
Complete required disclosure forms and in house documents required by BROKERS LLC  
Request Closing Disbursement Authorization and deliver to closing agent

**Contract Requirements**

Outline contractual deadlines  
Send welcome email to all parties involved included escrow, title, lender and cooperating agent  
Ensure buyer's deposit is in Escrow on time and request escrow letter.

**Condos & HOA's (If applicable)**

Request to the listing agent all government docs, condo docs or HOA.  
Obtain association application and condo docs information to provide to the agent  
Confirm status weekly with the association until receipt of approval  
Confirm title received approval  
Weekly email providing status information to the agent  
Confirm with title estoppel requests have been made  
Confirm with association about estoppel status

**Inspection Period**

Obtain from agent inspector information  
Schedule an inspection and confirm it was done within the time frame in the contract  
Request repairs or credit addendum from the agent (Only if applicable)  
Follow up with the agent about repair status  
Request and schedule final inspection (If applicable on sellers' repairs/maintenance)

**Financing period**

Confirm with the agent, that the buyer has applied for a mortgage within the time frame required  
Make sure appraisal has been requested by the lender  
Confirm with the lender and the association that condo questionnaire was processed  
Follow up on appraisal results  
Follow up with the lender about the loan approval status

**Closing Process with Title Company**

Monitor with title Survey request and status  
Make sure the title has all the documentation requested from the buyer during time frames  
Weekly contact with title through transaction  
Verify with the title about title cure and removal from title commitment.  
Follow up with the title about deliver of the title commitment, lien search and estoppel to buyer

**Final steps**

Coordinate final walk-thru  
Follow up with title about all documents from the lender are delivered to close  
Coordinate closing time, date.  
Confirm receipt of buyer's final amount for closing  
Confirm with the seller receipt of funds  
Confirm Keys have been exchanged  
Make sure the listing is properly closed on the MLS