

Sale – Process Overview

New Client

- ___ Provide a buyers consultation
- ___ Acquire a pre-approval letter from lender including written verification of buyer's down payment and closing costs based on review of buyers written application and credit report (Sections 3H and 3J or Residential Purchase Contract)
- ___ Obtain proof of funds (verification of down payment & closing costs)

Submitting Offers

- ___ Submit comparable properties for broker file.
- ___ Submit previous MLS listings for this property (ie. property history)

Offer Accepted

- ___ Upload fully executed contract with cover sheet to BackAgent and send to listing agent, escrow company, and lender (including COE date)
- ___ Contact escrow company to acquire an estimate of escrow and title costs (does not include lending costs) and submit to lender
- ___ Send email to client, lender and escrow with everyone's contact information, contract dates, and contingency dates
- ___ Get information and pricing for home inspectors and coordinate inspection with client (complete as early as possible)
- ___ Confirm with lender you are the point of contact for appraiser (always capture appraiser's cell phone)
- ___ Prepare copy of contract (not disclosures) and recent solds for appraiser
- ___ Meet the appraiser at the property with package and explain recent solds
- ___ If all cash transaction, obtain proof of funds and closing costs for clients (eg. escrow fees)
- ___ Obtain an updated qualification letter with new price (matches the price of property and includes down payment and closing costs)
- ___ Update calendar with important dates (done automatically on BackAgent)
- ___ 1 day after acceptance - Verify lender has fully executed contract and correct title and escrow charges



- ___ 2 days after acceptance – Return escrow instructions and buyers information statement (including vesting)
- ___ 3 days after acceptance – Review all contract timelines to find potential problems
- ___ 3 days before contingency removal – Verify all disclosures are received and signed
- ___ 2 weeks before COE – Review file and identify any missing or incomplete documents
- ___ 2 weeks before COE – Check prior to doc conditions
- ___ 1 weeks before COE – Check prior to funding conditions
- ___ 1 week before COE – Order home protection plan
- ___ 1 week before COE – Obtain copy of appraisal and ask lender for GFE for broker file
- ___ 1 week before COE – Ask escrow for updated estimated closing costs (including lender fees)

Final Steps

- ___ Remind client to turn on utilities
- ___ Call agent and arrange to collect all keys to property, mailbox, common areas, etc.
- ___ Remind listing agent to leave additional keys and all manuals in a kitchen drawer
- ___ Deliver client appreciation gift
- ___ Update client status in database
- ___ Recommend listing agent to Susan and Justin to hire at CPRE (optional)