Bound Contract to Close: Service & Price List
Single / Dual

Available: 7/22/2022

Agent responsibilities:
• Sending a bound and complete contract to TC within 24 hours of BAD for maximum leverage.
• Negotiation
• Reviewing all documents for accuracy
***See below for more details.*

	Full Service: $350 / $450 **Personal Deals: $250 (max 2/yr)**	**Cash Quick Close $250 / $350**	**Limited Service Paperwork Only: $150**
Communication			
• Assigned, same TC to all your files	☑	☑	
• Consisent, proactive communication throughout entire sale with your experienced TC	☑	☑	
• Introduction email to all parties (co-op, title, lender, clients) involved in the transaction with respective documents & pertinent info	☑	☑	
• Summary of key dates and transaction info	☑	☑	☑
• Summary and Milestone updates to Agent	☑	☑	
• Summary and Milestone updates to clients	☑	☑	
• Text reminders to Agent prior to all deadlines	☑	☑	
• TC continually monitors, follows up, and provides updates on all deadlines and contingencies	☑	☑	
• Agent copied on all email communication	☑	☑	
• Key information provided to clients at every milestone: loan application, appraisal, inspection, closing prep	☑	☑	
• Assist and support any transaction requests from any party in the sale	☑	☑	
• Communication branded to agent (i.e. email signatures)	☑	☑	
Documents & Brokerage Compliance			
• TC will organize and label documents (i.e. Dotloop docs and folders)	☑	☑	☑
• Create and complete pending file (i.e. SkySlope, Sales Input etc.)	☑	☑	☑
• Upload completed pending documents to compliance	☑	☑	☑
• Review all pending documents and retrieve any missing signatures and make any corrections under agent direction	☑	☑	☑
• Write, execute, and distribute any TAR forms under agent direction throughout sale	☑	☑	
• Expedite signatures by using our text service to notify clients and agent when documents need signature	☑	☑	
• Continuously upload docs and monitor compliance	☑	☑	
• Confirm receipt of earnest money and receipt distributed	☑	☑	
• Order Home Warranties	☑	☑	
• Compliance review before closing	☑	☑	
• Prepare and execute closing paperwork under agent direction (i.e. Buyer final & PCD Update)	☑	☑	
• Complete and submit closing compliance paperwork	☑	☑	☑
Agent Promotion & Social Media			
• Under Contract social media post branded to Agent with your photo and contact info	☑	☑	
• Just Closed social media post branded to Agent with your photo, contact info, property photo	☑	☑	
• Email signature branded and customized to Agent	☑	☑	
• Request reviews & referrals from clients on your behalf after closing	☑	☑	
• Communication with Referral Agent when applicable	☑	☑	

Inspections

• Provide your inspector recommendations to buyer clients when applicable	☑		
• Schedule inspections as requested	☑		
• Provide informational email to buyers and sellers on what to expect with inspections	☑		
• Ensure termite letter received, signed, invoice to title when applicable	☑		
• Write Repair Amendments or Notification under agent direction	☑		
• Ensure any repairs are completed before closing and documentation received and sent to other party	☑		

Deadlines and Tracking

All contingencies sent to Agent's calendar (i.e. Google, iCal)	☑	☑	
Any added contingencies/special stips checked on and support provided	☑	☑	
Text reminders to agent on deadlines	☑	☑	

Financing

• Introduction to lender with all necessary documents	☑		
• Verify and notify parties loan application made and credit report ordered	☑		
• Support any questions or requests from lender	☑		
• Confirm appraisal ordered and provide information on the appraisal process to clients	☑		
• Confirm appraisal due date and follow up	☑		
• Confirm appraisal received; support follow up plan if appraisal is low or requires repairs	☑		
• Ensure lender is on track for loan approval, CD release, CTC and closing date	☑		

Title

• Send contracts and all needed info (commission, HOA etc.)	☑	☑	
• Ensure title work and loan payoffs on track	☑	☑	
• Two week and one week before closing check in's	☑	☑	
• Complete Qualia requests; answer/support any questions from title	☑	☑	
• Request and review ALTA for accuracy	☑	☑	
• Connect multiple title companies when transactions are contingent on other sales	☑	☑	

Additional Coordination

• Coordinate final walk throughs, notify parties, and add to Agent's calendar	☑	☑	
• Coordinate closing time and send to all parties and add to Agent's calendar	☑	☑	
• Gather and provide utility information	☑	☑	
• Provide information regarding closing including: utilities, location and time of closing, what to bring and what to expect at closing	☑	☑	
• Coordinate and notify any other appointments as needed	☑	☑	

****Details:**

• Service selections are made by Agent when bound contract submitted to TC at: https://www.taylortcexpert.com/newcontract
• Fall throughs are without charge. An optional "Fall Through Fee" of $50 is assessed if your TC completes the EM Release and Notification, supports communication on cancellation etc. Fee is due on, or after the Friday of fall through.
• Payment for all files is due on, or after the Friday after the property closes. Payment received beyond 14 days after closing will be subject to a **$25 late fee.** If **payment is late, no new files** will be started until payment is received.
• Files received before 2:00PM will be started same day.
• *"Cash Quick Closes" can be used on deals closing < 3 weeks without financing and without inspections. In the event the file changes to financed or adds an inspection, appraisal or extends beyond 3 weeks, the fee will default to $350.
• "Dual" is a transaction that involves only 1 agent. It can include a FSBO, unrepresented buyer, or facilitator status.