



Reassure

transaction management
let me take the work out of your paperwork!

C.A.R. Certified TC and Forms Trainer

TC Responsibilities

Listing prep:

- Let's get your listing locked, loaded, and ready for sale!
- Upload listing agreement to broker portal for compliance review
- Prepare a full disclosure package for seller completion before going under contract, using programs like Glide and Docusign
- Pre-open escrow and title with preferred vendors

TC Responsibilities

Contract to Close:

- Review purchase agreement & counter offers to ensure all are fully executed and DRE compliant
- Generate & keep track of deadlines per contract agreement, send reminders prior to deadline
- Ensure seller disclosures and all reports due per contract or civil code are provided to the buyer within contract timelines and are DRE compliant
- Order NHD and/or Home Warranty
- Draft documents and obtain signatures
- Submit all documents to online transaction management platform per broker guidelines
- Maintain close contact with all parties involved for status updates as well as to track outstanding items
- Request CDA/greensheet and submit to escrow for prompt payment at closing

Agent responsibilities:

- Provide contract related documents and contact infos
- Provide login info to broker compliance platform
- All negotiations
- Assist clients with escrow opening package
- Primary point of contact for buyer/seller
- Schedule & attend inspections/appraisals
- Copy me or loop me in on emails
- Notify me of referrals and contract/commission changes
- Review closing estimates & CDA/greensheets

Fees:

Single Agency:

\$400

Dual Agency:

\$600

- All TC fees are billed thru escrow and paid at closing
- There is never a charge for cancelled transactions

Let's chat!

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A few languages I speak:

KWCommand

BROKER **MINT**

DocuSign

 **SKYSLOPE**

TransactionPoint