

FUN FACT:

**MOST REALTORS
SPEND 15 TO 20
HOURS ON ADMIN
TASKS.**

**HOW MUCH EXTRA
BUSINESS COULD YOU
HANDLE IN THAT
TIME?**



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Sharee N. Ross

I am certified Notary signing agent.
I am also commissioned as a remote
online notary.

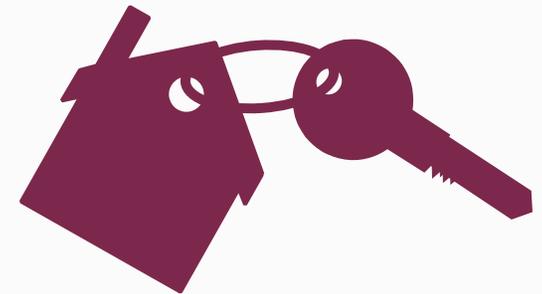
I have worked in the insurance
industry for over 18 years. I also hold a
Life, Health and Annuities license in
the states of Florida and Georgia.
While pursuing my Real Estate license,
I have found that transaction
management is where I belong. My
project management skills, along with
my attention to detail, organization
and excellent communication skills
play a huge part in my success.
I am here to help you any way I can.

FOLLOW ME ON SOCIALS:

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SNROSS SERVICES



**TRANSACTION
COORDINATOR**

CONTRACT TO CLOSE

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WHEN THE TRANSACTION IS UNDER CONTRACT I WILL:

Handle closing documents, securely & confidentially;

Keep all parties informed of deadlines and updates;

Ensure everything is fully executed with proper dates, initials, signatures;

Submit all required under contract documents to compliance;

Send/request disclosure packages and gather signatures;

Ensure the Lender, Title Company, and Broker receive any amendments or changes to the contract;



Contact escrow/title company for a copy of the EMD check receipt and email receipt to co-op agent and include in compliance file;

Keep in contact with the title company and lender throughout the transaction;

Provide agent email updates on the status of the transaction;

Collect HOA documents in accordance with deadlines and email to buyer agent (if on list side) or to buyer (if on buyer side);

Coordinate and monitor status of buyers loan with Loan Officer;

Confirm inspection has been set up in accordance with offer deadline;

Monitor appraisal timeline and completion with Lender;

Check-in with the Lender regarding the appraisal;

Ensure represented client is provided a copy of all documents;

Upload all disclosures, documents, and reports into Agent's online transaction management service as they are received or fully executed throughout the transaction.;

Maintain constant contact with all parties involved for status updates as well as outstanding items;

Coordinate and confirm final walk-through;

Confirm closing date and time has been set up with the Seller, Buyer, Agents in a timely manner;

Conduct review of file 7 days prior to closing to ensure all documents are upload-ed and the file is complete;

Upload Final HUD/ CD to online transaction management service for agent compliance (To be provided by Agent, after closing);

Let's discuss how I can help you save time and continue to grow your business!



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