Premier TC Solution Buyer UC Checklist of Services
$300

Please send the signed / completed Purchase Contract & Buyer Broker Agreement

- Weekly Follow Up with Listing Agent & You

- Send Welcome Email to Listing Agent (Copy Title & Lender)
- Send Congratulations Email to Buyer (Copy Title & Lender)

- Request SPCD, (LBP), Title Report, Plat, (HOA)
- Send Above Docs For Buyer's Review/Signatures
- Send Completed Documents to Listing Agent

- Send Any Other Required Incomplete Documents to Buyer for Review/Signatures
- Buyer Due Diligence, For Your Protection, Brokerage Required Forms, Etc.

- Follow Up On Earnest Money
- Send Receipt/Copy to Applicable Parties

- Coordinate Home Inspection
- Confirm Inspection with Listing Agent
- Add Inspection Date/Time to Calendar
- Inspection Follow Up Email to You

- Verify Appraisal Has Been Ordered
- Appraisal Follow Up Email

- Confirm CD Has Gone Out Prior to Close
- Request Final HUD & Schedule Settlement

- Follow Up on Required Docs, EM Receipt, Signed SPCD (LBP), Incomplete's, etc.
- Verify Complete File w/ Brokerage, Title, Listing Agent
- Complete Any Closing Docs, Commission Breakdown, Wire Instruction, Special Brokerage Required Forms

- Final Email to Client w/ Document Copies
- Thank you Email on Behalf of You to Listing Agent
- Calendar Invites for ALL contract Deadlines for You & Your Client (updated as needed)

* All completed Documents will be loaded into your Brokerage Software

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