Below are the services that we offer Keller Williams agents. These services help agents leverage their time by handling all of the admin type items that get a home to the closing table. We order inspections, surveys and home warranties. We track the status of the transaction with the title company and lender and any other parties involved in the transaction.

It is important to us that everything runs as smoothly as possible and we close each transaction on time. To do this requires communication between all parties. Our hope is to be able to help leverage your time so you can be more successful in your real estate business.

Freedom TC Services offers multiple options for Transaction Coordination.

TRANSACTION COORDINATION FOR THE LISTING SIDE $450

STEP 1 – BEFORE GOING ACTIVE ON THE MLS

- Create a Google Drive folder for the transaction.
- Listing documents are received and are reviewed for compliance requirements.
- If additional documents are needed for compliance, Freedom TC Services will send documents to the Seller through the Agent's electronic signing platform for signature.
- Collect any miscellaneous supporting documents as needed (ie: Covenants, Conditions & Restrictions (CCR's); full legal description; septic documentation; survey etc).
- Order photographer (if wanted).
- Order sign install (if wanted).

STEP 2 – GOING ACTIVE ON THE MLS

- Upload all compliance documents for the listing to the Agent's Command account and their Google Drive folder.
- Submit all listing compliance documents to the Market Center through the Agent's Command account.
- Confirm the listing receives approval from the Market Center.
- Send an introduction email to the Seller.

STEP 3 – AFTER HOME GOES UNDER CONTRACT (A PENDING MLS)

- Create an Opportunity and an Offer in the Agent's Command account.
- Review Contract and supporting documents for compliance.
- If additional documents are needed for compliance, Freedom TC Services will send documents to the Seller through the Agent's electronic signing platform for signature.
- Verify with the Agent regarding any Referral Agreements that may be in place (if needed).

- Request Referral Agent’s W9 in order to process their commission in Command (if needed).
- Send an introduction email and fully executed documents to all parties; to include, the Buyer’s Agent, Lender & Title Company.
- Manage and communicate all due dates in the contract to all parties.
- Email the survey to the Title Company and Buyer’s Agent.
- Ensure the EMD is received by Title Company and obtain a receipt for it.
- Check with the Buyer's Agent regarding inspections & follow up as needed.
- Check with the Buyer’s Lender (If known) regarding the scheduling of an appraisal.
- Help the Agent, if requested, to schedule contractors for any repairs that have been requested by the Buyer and approved by the Seller.
- Order Home Warranty if the Seller is paying or ensure with the Buyer’s Agent that they have ordered it if the Buyer is paying.
- Check with the Title Company and Lender on the progress of the transaction throughout the duration of the contract..
- Contact the Seller regarding a closing time they prefer.
- Schedule a closing appointment with the Title Company.
- Email the Title Company, Lender, Buyer’s Agent and Listing Agent a closing confirmation two weeks before closing. This ensures that everyone is on the same “page”.
- Email the Seller a closing confirmation with all pertinent information regarding their closing date, time, location & documents they need to bring with them.
- Conduct a file audit two weeks prior to closing.
- Upload all compliance documents to the Agent’s Command account.
- Submit all compliance documents to the Market Center.
- Submit Commission Statement, after the Agent approves, to the Market Center.
- Ensure a Disbursement Authorization (DA) is received from the Market Center.
- Email the DA to the Title Company with instructions regarding disbursement of checks.
- Ensure an ALTA is received prior to closing from the Title Company.
- Schedule sign removal (if wanted).
- Once the transaction is closed ensure that a fully executed ALTA is received from the Title Company and that the MLS listing has been changed to SOLD.
- Upload SOLD MLS listing and fully executed ALTA to the Agent’s Command account.
- Submit compliance documents to the Market Center and close out the transaction.
- Send a final email to the Seller with a link to leave a review for the Agent.
- Other miscellaneous tasks can be requested and discussed as needed.

TRANSACTION COORDINATION FOR THE BUYER’S SIDE $450

- Create a Google Drive folder for the transaction.
- Create an Opportunity and an Offer in the Agent’s Command account.

- Review Contract and supporting documents for compliance.
- If additional documents are needed for compliance, Freedom TC Services will send documents to the Seller through the Agent's electronic signing platform for signature.
- Collect any miscellaneous supporting documents as needed (ie: Covenants, Conditions & Restrictions (CCR's); septic documentation; survey etc).
- Verify with the Agent regarding any Referral Agreements that may be in place (if needed).
- Request Referral Agent's W9 in order to process their commission in Command (if needed).
- Send an introduction email and fully executed documents to all parties to include the Listing Agent, Lender & Title Company.
- Manage and communicate all due dates in the Contract to all parties.
- Obtain Proof of Funds or Pre-Qualification letter from Buyer or Lender.
- Ensure the EMD is received by Title Company and obtain a receipt for it.
- Schedule all inspections requested by Client & follow up as needed
- Check with the Listing Agent for survey, septic system inspection and HOA documents (as needed).
- Check with the Buyer's Lender regarding the scheduling of an appraisal
- Help the Agent, if requested, to schedule contractors for any repairs that have been requested by the Buyer and approved by the Seller.
- Order the Home Warranty if theBuyer is paying or ensure with the Listing Agent that they have ordered it if Seller is paying
- Check with Title Company and Lender on progress of the transaction throughout the duration of the contract.
- Contact the Buyer regarding a closing time they prefer.
- Schedule a closing appointment with the Title Company.
- Email the Title Company, Lender, Buyer's Agent and Listing Agent a closing confirmation two weeks before closing. This ensures that everyone is on the same "page".
- Email the Buyer a closing confirmation with all pertinent information regarding their closing date, time, location & documents they need to bring with them along with utility information to set up their utilities.
- Conduct a file audit two weeks prior to closing.
- Upload all compliance documents to the Agent's Command account.
- Submit all compliance documents to the Market Center.
- Submit Commission Statement, after the Agent approves, to the Market Center.
- Ensure a Disbursement Authorization (DA) is received from the Market Center.
- Email the DA to the Title Company with instructions regarding disbursement of checks.
- Ensure an ALTA is received prior to closing from Title Company.
- Once the transaction is closed ensure that a fully executed ALTA is received from the Title Company and that the MLS listing has been changed to SOLD
- Upload SOLD MLS listing and fully executed ALTA to the Agent's Command account.

- Submit compliance documents to the Market Center and close out the transaction.
- Send a final email to the Buyer with a link to leave a review for the Agent and Homestead Tax Exemption information (if Buyer qualifies).
- Other miscellaneous tasks can be requested and discussed as needed.

QUALITY CHECK OF DOCUMENTS $100

- Review all documents for compliance.
- Advise the Agent of any missing or incomplete documents.
- Freedom TC Services will ensure all documents have been uploaded to the Agent's Command account and submitted to the Market Center for approval.
- Submit Commission Statement to the Market Center for a DA.
- Upload a SOLD MLS listing & fully executed ALTA to the Agent's Command account.

PAYMENT

Freedom TC Services will submit our fee through the Commission Statement as a deduction with payment to be sent to Sarah Roy directly from the Title Company at closing.

If a transaction does not close no fees will be assessed by the Provider.