

AnotherME's

Contract *Concierge*

- ❖ Read and review contract, verify earnest money is deposited in accordance with the contract and confirm each party has a "clean" copy of the contract
- ❖ Notify all parties (via email or mail) that Contract Concierge is the central point of contact for all details pertaining to the closing and is working for the Agent
- ❖ Note all deadlines and special stipulations in the contract
- ❖ Set advance reminders for all upcoming deadlines
- ❖ Verify pre-qualifying letter has been received and loan application has been made, and appraisal ordered
- ❖ Verify that termite letter has been ordered and is faxed to closing attorney
- ❖ Mail or fax documents pertaining to closing to necessary parties
- ❖ Confirm documentation of loan status
- ❖ Obtain Homeowner's Association Covenants & Restrictions, and Association contact information.
- ❖ Manage and oversee that all contingencies and stipulations are met on a timely basis
- ❖ Confirm homeowner's insurance policy and forward information to lender and attorney. Order home warranty upon request and email order confirmation to Agent
- ❖ Schedule closing, coordinate with all parties and inform / notify all parties
- ❖ Send closing checklist to client with directions to closing attorney office, required items for the closing and client responsibilities
- ❖ Confirm that all amendments are properly executed and received by closing attorney
- ❖ Send Closing Confirmation Checklist to Co-Op Agent (include directions to closing attorney office, and what their client's responsibilities and required items for the closing)
- ❖ Obtain copy of Preliminary Settlement Statement for the file and forward to the Agent for their review
- ❖ Send "Thank you" letter to all parties involved on behalf of Agent

**Contract Concierge Service Fee - \$295.00 / Contract
\$450.00 / Both Sides**

Additional Administrative Services – \$25.00/hour

For More Information ~ Contact Patty Keller at 770-414-9393