



## Transaction Coordinator Checklist

The Transaction Coordinator (TC) is responsible for efficiently managing the home sale or purchase transaction. The transaction coordinator handles all TC duties, and reminds the agent of current and upcoming events to ensure things run smoothly.

### **When New Listings Arrive:**

- Check that all signatures, initials and dates are completed for:
  - Agency Disclosure – Seller
  - Listing Agreement
  - Sellers Advisory
  - Short Sale Listing Addendum & Authorization to Convey Information (if short sale)
- Check with agent to ensure property flyer is produced
- Call sign company to put up sign, rider, brochure box
- Check with agent to ensure flyers are placed in home
- Check with agent to ensure lockbox is installed on property (if seller agrees to lockbox)
- Ensure agent place listing in MLS
- Print copy of active MLS listing in file

### **When Purchase Agreement is Accepted by Both Parties:**

- Check that all signatures, initials and dates are completed for:
  - Purchase Agreement and Buyers Inspection Advisory
  - Wood destroying pest inspection addendum
  - Agency Disclosure - Buyer
  - Counter offers and addendums
  - Earnest money deposit check (make copy for file)
  - Pre-qualification or Pre-approval letter
- Open escrow with agent and order title prelim (if our seller). Fax purchase agreement, counter offers, & addendums to escrow officer
- Remind agent (if buyer) to have deposit check delivered the Escrow Company. Place copy of deposit receipt in file.
- Check with escrow to make sure deposit is received (if our seller)
- Check that a sold/in-escrow sign is placed on property (if our seller)
- Check that Agent changes MLS listing is changed to pending. Place copy in file.
- Put on combo box and remove MLS box (optional if property is vacant or if agent cannot meet buyers home inspector or appraiser) (if our seller)

## **Disclosures Package**

- Assemble and give to Sellers agent a Seller Disclosure package (if our seller)
  - Order Natural Hazard Zone Report AND Environmental Hazards / Earthquake Booklet from a Natural hazard disclosure company.
    - Environmental Hazards / Earthquake Booklet is mandatory if built before January 1, 1960.
  - San Diego Local Disclosures (LAD)
  - Real Estate Transfer Disclosure Statement (Form TDS)
    - The Seller's agent should check the 1st box of the middle of the page, and write "Agent is not a property inspector. Agent strongly recommends 3rd party home inspection by a licensed inspector or contractor."
    - All other areas of TDS form must be completed.
  - Statewide Buyer & Seller Advisory (Form SBSA)
  - Water Heater / Smoke Detector Disclosure (Form WHSD)
  - Seller Property Questionnaire (replaced SSD/SAD)
  - Lead Based Paint Disclosure (if built before 1978 - Form FLD)
  - Seller Affidavit (AS - One for each seller)
  - Mold Disclosure (MD)
  - Agent Visual Inspection (AVI)
  - Addendum to the Purchase Agreement (when appropriate)
  - Purchase Agreement Addendum (when appropriate)
  - Short Sale Addendum or REO Advisory (when appropriate)
  - WRG Disclosure Notice
  - WRG Attorney Accountant Counsel Recommendation Disclosure
- If not received, request disclosures & documents from listing agent (if our buyer)
- Upon receiving disclosures, forward to agent for signatures / review (if our buyer)

## **Inspections / Reports / Forms**

- Check that agent has set up termite inspection and access to house (if our seller)
- Check that agent has set up appraisal appt and access to house (WHL loan officer will help)
- Check that agent has set up home inspection (if our buyer)

### **Inspections Followups:**

- Obtain termite report and obtain a clearance
- Obtain appraisal report at value or above
- When inspection report arrives via email, give copy of report to agent, along with a request for repairs form (if our buyer)
- Send seller's repair response to buyer agent (if our seller)
- Obtain buyers repair response to Sellers response (if our buyer)

### **More Forms**

- Obtain Cooperating Broker's Compensation Agreement (if our buyer)
- Print out Walk through verification form. Give to agent, along with a copy of the request for repairs form, to set up final walk through within 5 days of closing (if our buyer)

### **Loan**

- Track progress of loan with lender (if our buyer)
- Track preliminary title report. Make sure we receive the title Prelim in a timely fashion. Give copy to agent to review and advise.
- Coordinate with agent to cancel escrow if there is unworkable problems with appraisal, title PR or inspection.
- Check with agent/loan officer to verify loan is approved and loan docs ordered (10 days before closing) (if our buyer)
- Check with agent/loan officer to verify loan docs are received and buyer has appt. to sign (4-6 days before closing)
- Verify with agent/escrow that docs are signed and sent back to lender
- Check with escrow verify loan funded and set up to record (day of closing)

### **Other**

- Ensure Buyer has obtained home insurance policy for property. (Lender required)
- Verify that escrow has requested insurance info from insurance company (if our buyer)
- Confirm with escrow that they have commission and all other fees (TC, admin, etc.) to be paid through escrow (home inspector, appraisal, etc.)
- Order Home Warranty and forward Confirmation number to buyer's agent.
- Check with escrow to verify property is recorded (day of closing)
- Obtain Closing statement
- When final HUD 1 is received, place on top of the right side of both loan (if our buyer) and real estate file.

### **After Close of Escrow**

- Check with agent that listing has been changed to sold in MLS (if our seller)
- Ensure our MLS office number is listed in the MLS (if our buyer)
- Check that brochure box, sold sign and lockbox are picked up (if our seller)
- Call to have sign post removed (if our listing)
- Print copies of all files for buyer/seller
- Change MLS to Sold status and print a copy for the file
- Move completed file from active to closed drawer