Transaction Paperwork

When you have executed a contract, whether it be a Listing Agreement or Purchase and Sale Agreement please follow the guidelines below.

All paperwork must be submitted within 48 hours.

To get started on a transaction, send all docs to our Transaction Coordinator at ***remaxmcdocs@gmail.com*** or send it through the scanner using the 1st button titled "Pipeline". The Transaction Coordinator will then start a transaction for you in Brokermint.

The initial Broker Review will be completed. Your checklist for a transaction will appear on the left-hand side of each specific transaction. You will receive an email with the list of documents still needed to close out the transaction. You can always email documents to Agent Services at ***remaxmcdocs@gmail.com***.

Rescinded contracts – please email Agent Services a copy of all rescinded contracts within 24 hours. **Please include a reason for cancellation with your notification of cancellation.**

Agent Services will do a final review of the file to make sure all items have been turned in. The transaction coordinator will also complete the Commission Disbursement and send it to the closer. Any docs that need a broker signature can be sent to Agent Services for signature.

****Commission Checks will not be released until the file is complete.***

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