

RTC ENHANCED TRANSACTION SERVICES

Offered by Livy White

Buyer-Side Transactions

Mutual Acceptance to Closing:

- At receipt of mutually accepted Purchase and Sale Agreement, I will input all forms and documents into your office filing system as permitted.
- An initial compliance check will be performed on your new contract. (please remember that it is the responsibility of Agent's and their respective office compliance teams/Designated Brokers to confirm that all files are maintained to their specific office standards). If applicable, a document request will be made to let you know of any outstanding items.
- Creating and distributing an introductory email to all parties. This includes contract information, contact details, and contingency deadlines.
- Inputting calendar reminders for all contingency deadlines.
- All parties will receive a weekly update email, sharing our progress throughout the transaction.
- Addenda and forms will be disbursed on your behalf to appropriate parties (including firm document delivery inboxes).

Follow-up emails will be delivered to inquire about all contingency deadlines to ensure they are being satisfied. This includes but is not limited to the following:

- Loan application and Seller's option to deliver 22AR (for listings)
- Property Sale Contingency deadlines
- Leased property agreements
- HOA Documents and resale certificate delivery/receipt
- Receipt of the updated title report
- Any inspection responses (home, septic, or well).
- Four, two, and one day before closing, I will confirm that the file is being prepared for an on-time close. This may include the following inquiries as applicable:
- Title being cleared of conditions
- Final approval received for mortgage
- Initial Closing Disclosure acknowledgement
- ETA for loan docs
- Signing appointment scheduling
- On closing day, I will confirm that funds to close have been received, and when the recording package has been released to the county. Toward the end of the day, I will follow up to confirm the transaction has successfully recorded.

RTC ENHANCED TRANSACTION SERVICES

Client Communication is also part of the support you will receive! This will include the following:

- Introductory email at Mutual Acceptance, congratulating them on their offer acceptance.
- Delivery of copy of Earnest Money receipt and updated title commitment when disbursed.
- Disbursement of a weekly update.
- Any addenda or forms received for RTC Enhanced Transaction Services
- the file.
- Prior to closing, your Buyer will receive a confirmation email to remind them of their signing appointment and to prepare for their move in/out as applicable
- On closing day, I will send a congratulatory email with their client specific final settlement statement.

Services not provided:

- Forms/addenda drafting
- Sending forms/addenda to clients for signing
- Reviewing title reports (though I will check Seller and Buyer names, address, and purchase price for accuracy prior to filing and distribution)
- Reviewing estimated settlement statements (though I will check to confirm the purchase price and commission is correct)
- Scheduling inspections or signing appointments

RTC ENHANCED TRANSACTION SERVICES

Listing Coordination

Pre-Listing Support:

- When I have received your file submission, I will begin putting listing forms and documents into your office filing system as permitted.
- An initial compliance check will be performed on your form./documents (please remember that it is the responsibility of Agent's and their respective office compliance teams/Designated Brokers to confirm that all files are maintained to their specific office standards).
- Once you let me know who your Title Company is, I will order your preliminary title commitment (please make sure I have the full address and Seller's full name in order to do this)
- I will upload your photos, supplements, and remarks to the MLS
- I will order your sign post to be installed by your preferred signage company

After mutual, I will deliver the following, as required by the Purchase and Sale agreement:

- Form 22E FIRPTA to escrow
- Preliminary title commitment to cooperating agent (if required by a 22T Title Contingency)
- Deliver any necessary reports (septic, well, etc) if available

Client Communication is also part of the support you will receive! This will include the following:

- Introductory email when file has been submitted
- Confirmation email of Active listing on Live Day
- Once Mutual Acceptance has been reached, you will receive all the support detailed under my "Transaction Coordination" service through closing.

Services not provided:

- Forms/addenda drafting
- Sending forms/addenda to clients for signing
- Reviewing title reports (though I will check Seller and Buyer names, address, and purchase price for accuracy prior to filing and distribution)
- Reviewing estimated settlement statements
- Scheduling/coordinating inspections, appraisals, or signing appointments
- Creating marketing materials