



ONE
REALTY

TRANSACTION MANAGEMENT

Escrow Checks

- Submit Escrow Checks to Seller' Agent
- Track Deadline: Ensure Deposits are Made on Time

Confirm Inspections

- Track Deadline: Checks Inspections Completed

Title Commitment

- Arrange commitment directly with Title Co. (order or check on order if seller side)
- Review commitment & clear any judgements w/ seller cooperation
- Ensure all is ready for closing & seller package (deed package) is requested if needed.
- Track deadline of task is completed

All Addendum (As Needed)

- *Draft addendum and send for signatures (e-sign) and file executed addendum with file**
- Track Deadline: Checks Addendum is Completed and with File

Mortgage Commitment

- Arrange commitment is received
- Track Deadline: Check task is complete

Order Additional Documents

- Ensure documents are Obtained
 - City Cert
 - U&O
 - Water Payoff (if app)
 - Gas Payoff (if app)
 - Tax Cert
 - Mortgage Payoff (if app)
 - Condo Docs (if app)
 - Estate Docs

Closing Disclosure

- Review & send over fee sheet & ensure fees are accurate per agent's instructions
- Communicate closing schedule to all parties

Commission Disbursement

- Ensure all state required paperwork related to the transaction is filed with the broker