



## XACT-TC's MISSION

Our goal is to be an integral part of your team and handle your transactions from contract to close so that you can dedicate your time to income-producing activities and grow your business, while we handle the rest.



## CONCIERGE - LEVEL 'DONE FOR YOU' TRANSACTION COORDINATION SERVICES

- **Convenient online transaction** launch process.
- Oversee **entire escrow process** on your behalf to ensure amazing client service.
- Review all contracts and documents for **accuracy** and signatures; obtain missing signatures and initials.
- **Open escrow/title** if necessary.
- Send introductory email to all parties.
- Communicate with all service providers **ensure that we stay on top of everything.**
- Send a Transaction Timeline showing all key dates of transactions, including **Acceptance, Contingency Due Dates, and Closing Dates.**
- Send weekly transaction status update to all parties.
- **Track all contingencies** and inform agent when timelines are due.
- Send out and **ensure completion** of all required disclosures and other documents required for a complete broker compliance file.
- **Order home warranty** and NHD if necessary.
- **Facilitate completion** of any required contract and escrow amendments and other documentation.
- Follow-up with all parties (escrow, lender, etc.) throughout the transaction to **ensure compliance** with contract dates and that transaction closes on time.
- **Audit the transaction** throughout escrow to ensure all required documentation has been completed.
- **Upload and complete all documents** required for your brokerage's online software to ensure compliance with broker's policy and a complete transaction file.
- Complete or assist with broker required intake for **agent commission disbursement.**
- Confirm that **Commission Disbursement Authorization** has been provided to escrow.
- Send you and your client a **completed Zip file** of your transaction, upon request.
- Ensure that everything is complete on our end so that **you are paid on time** upon closing.

### ADDITIONAL VALUE-ADDED SERVICES:

- Send HUD / Letters and Closing Statements to your clients on your behalf every January (for the past year's closings)
- Separate Broker Compliance Review

To launch a transaction, simply click on the **New Escrow** link below and let **XACT-TC** handle the rest!

[New Escrow Intake Form](#)