

AGENT'S CHECKLIST



COOK & JAMES

ATTORNEYS AT LAW

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Buyer's Agent:

If this is the first time you will be closing with our office, please create your login with Qualia as soon as you receive the invitation during the open order process.

Provide fully executed contract along with amendments, commission agreement and instructions to the closing attorney.

Schedule the closing.

Assist your buyer in completing Buyer's Information in Qualia as soon as possible

Schedule inspection.

Review all stipulations and contingencies and check for expiration dates.

Title insurance is the only way the consumer can protect themselves; please have them contact us for more information.

Remind your client to provide adequate proof homeowner's insurance to our office.

If your client would like recommendations for the survey, please please let us know

Submit repair invoices if required by the contract.

Submit the termite inspection report and any invoices required by the contract.

Submit Home Warranty if required by the contract.

Obtain written documentation of loan approval from lender.

Schedule final walk through and verify repair items are complete.

Review the ALTA Settlement Statement and verify that earnest money, commission, home warranty, repair and termite inspection amounts are correct.

Remind your client to schedule their wire for closing proceeds at least 24 hours in advance.

Seller's Agent:

Please assist your seller in completing all Seller's Information in Qualia as soon as possible.

Ensure your client provides all necessary documents to obtain the Mortgage Payoff Information.

Verify that we received Homeowner's Association information from client.

Review the ALTA Settlement Statement and verify that earnest money, commission, home warranty, repair and termite inspection amounts are correct

***** Call us if you have any questions. We are happy to help! *****



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COOK & JAMES, LLC

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ANYWHERE! YOU PICK THE PLACE, WE BRING THE PAPERS AND CANDY

CLOSE@COOKANDJAMES.COM