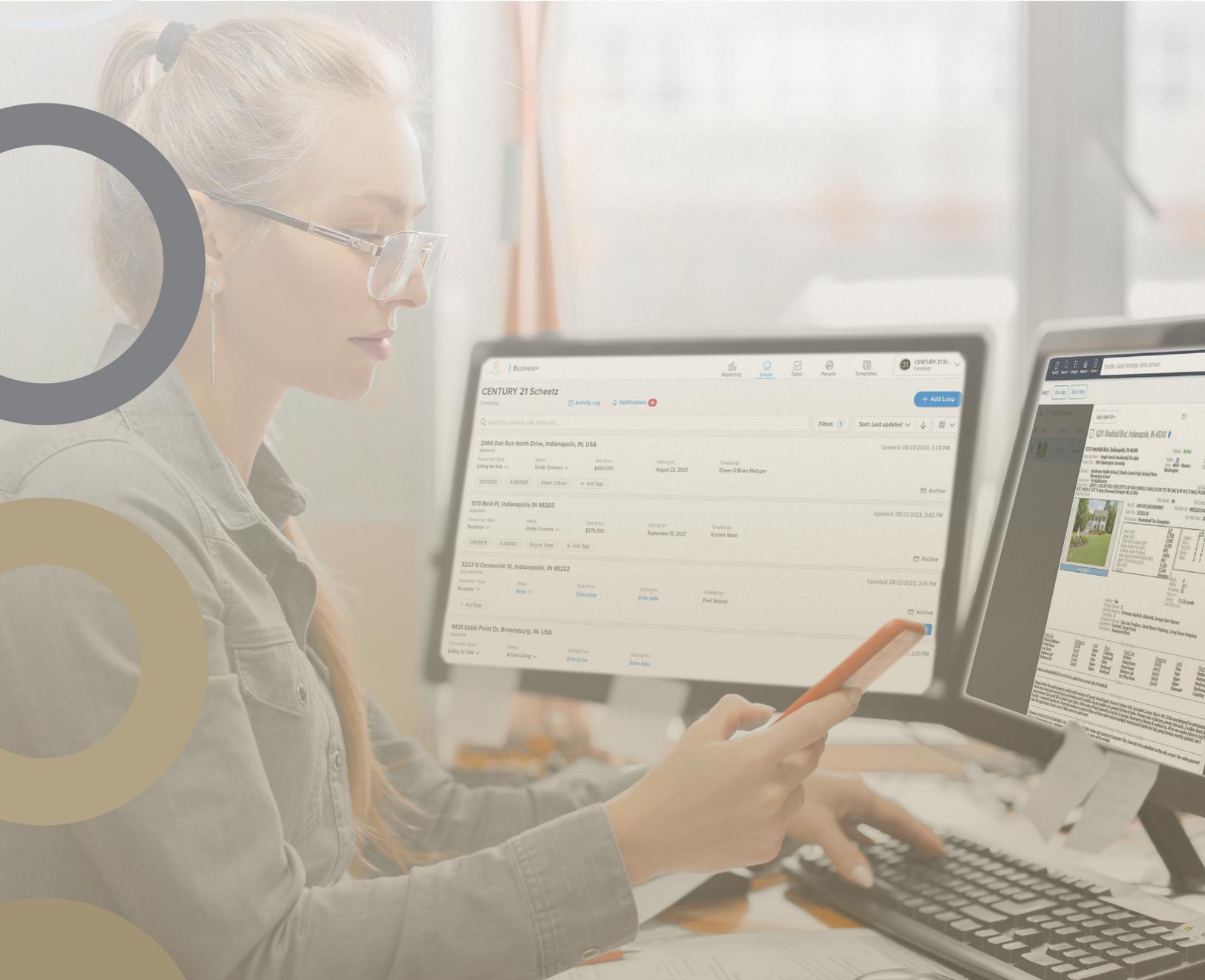


CENTURY 21[®] Scheetz

TRANSACTION MANAGEMENT



LET US HANDLE THE PAPERWORK, SO YOU CAN
CONCENTRATE ON WHAT YOU DO BEST!
REACH OUT TODAY TO GET STARTED.

TM@C21SCHEETZ.COM



MEET YOUR TEAM



KELLY MCCLOSKEY
501.743.2590
KellyTM@C21scheetz.com



IVY LEGNER
219.363.5944
IvyTM@C21scheetz.com



KAYLA RINAS
317.379.3386
KaylaTM@C21scheetz.com



CARLY MASTERSON
317.910.5459
CarlyTM@C21scheetz.com

DISCOVER C21 SCHEETZ TRANSACTION MANAGEMENT:

Your dedicated Transaction Manager provides structure to your sales process, reduces admin workload, and skillfully resolves issues, becoming trusted extensions of your business.

The C21 Scheetz TM's are adept multitaskers, excelling at resolving minor or major issues to the satisfaction of all parties involved. Your TM is a trusted, licensed and trained professional who becomes an extension of your business, providing invaluable support.

ADVANTAGES OF UTILIZING A C21 SCHEETZ TRANSACTION MANAGER

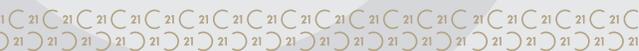
1. Extraordinary customer service
2. Structured sales process
3. Meticulous oversight
4. Effective communication
5. Attention to detail
6. Lightened workload

Partnering with a C21 Scheetz Transaction Manager, professionally trained in all things C21 Scheetz, can significantly enhance your real estate business by bringing expertise, efficiency and professionalism to the process.

OUR MISSION

Our primary objective is to ensure a seamless transaction, proficient document handling, meticulous attention to detail, and active participation in crafting an exceptional customer experience. These concerted efforts are geared towards a significant growth in referral-based business.

CUSTOMIZE YOUR
PERSONAL
BUSINESS PROCESS
WITH A CENTURY
21 SCHEETZ
TRANSACTION
MANAGER.



OUR PROCESS

1 MEETING

To get started with your dedicated C21 Scheetz Transaction Manager, simply send a brief email to TM@c21scheetz.com.

During the scheduled initial meeting, you can expect the following:

- An introduction to our services
- A review of your agent goals
- A discussion on how the Transaction Manager (TM) seamlessly integrates into your existing business structure

2 LISTING MANAGEMENT

The Transaction Manager at C21 Scheetz ensures a thorough and seamless Listing Management process, leaving no details overlooked.

3 PENDING

LISTING PENDING OR BUYER PENDING

Once there is an accepted offer, your C21 Scheetz TM efficiently coordinates all parties involved in the real estate transaction, ensuring a smooth and timely process. Effective communication and regular updates are provided from contract signing to closing, keeping you, your clients, and all parties informed of all updates from contract to close.

4 CLOSING

Your TM has been on top of every aspect of the transaction, and now it's time for you to cross the finish line! You will feel confident that your transaction has been managed with superior customer service, extraordinary organization, and superb communication, setting you up for a truly satisfied client that is certain to refer you to his/her family and friends.

LISTING MANAGEMENT EXAMPLES

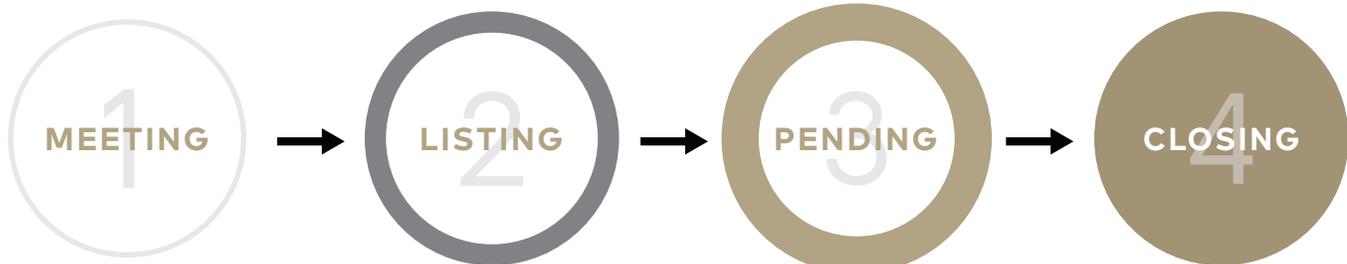
- MLS Set-up
- Create Loop and prepare all documents, send for signatures
- Inform Seller of HOA form requirement, and request HOA/CCR's
- Send Utility form information to Seller
- Ensure completion of Seller's Disclosure, and LBP (if applicable)

PENDING MANAGEMENT EXAMPLES

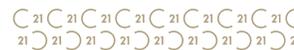
- Dotloop Paperwork Management
- Timeline/Deadline Management
- Communication Management
- Title, Lender, and Vendor Management
- Inspection Management
- Closing Management

CLOSING MANAGEMENT EXAMPLES

- Communicates closing schedules and deadlines with all parties
- Ensuring all required paperwork is signed
- The ALTA is received, reviewed and the loan is clear is to close
- Dotloop updated accordingly
- Commission form completed and submitted for processing



WHAT WE DO FOR YOU



LIST TO CLOSE

- ✔ Send introductory email to client
- ✔ Create loop, add all parties, prep docs for signatures
- ✔ Add draft listing to MLS, and forward to agent for review
- ✔ Ensure completion of Seller's Disclosure and LBP (if applicable)
- ✔ Inform Seller of HOA form requirement and request HOA/CCR's
- ✔ Send Utility form to Seller
- ✔ Order Pre-Lim title and Home Warranty upon request
- ✔ Ensure all documents from seller are signed and returned
- ✔ Add disclosures to MLS draft
- ✔ Order yard sign
- ✔ Submit completed loop to Listing Central & Update Dotloop status to Active
- ✔ Draft amendments or edits post-listing and communicate with Listing Central
- ✔ Collect contracts, amendments, earnest money, and additional paperwork upon offer reception
- ✔ Process pending via Dotloop and submit to Listing Central
- ✔ Start communication workflow by sending introduction email to Buyer's Agent, Title, and Lender
- ✔ Order Home Warranty if requested
- ✔ Provide preliminary title report, Seller's property disclosures, HOA and CCR's to Buyer's Agent
- ✔ Verify earnest money collection, delivery, and deposit.
- ✔ Send seller inspection email and communicate utility information to the buyer
- ✔ Track contract deadlines and notify Listing Agent of all deadlines via Outlook Calendar
- ✔ Collect receipts for inspection repairs
- ✔ Schedule and confirm closing arrangements with all parties involved
- ✔ Send closing next steps email to the client, including reminders leading up to closing
- ✔ Follow-up with Title Company to ensure Listing Agent receives final closing disclosures
- ✔ Complete commission form & Submit closing to Listing Central
- ✔ Complete the Preferred Client Club order form, if applicable
- ✔ Provide the client with a copy of the closing documents
- ✔ Send email reminder to complete QSS 1 week after closing
- ✔ Send Settlement Statement on Jan 2nd for tax season
- ✔ Send email reminder about post possession date/utility set-up

PENDING TO CLOSE

- ✔ Send Introduction email and outline next steps to the client
- ✔ Organize loop, prep any docs as needed and send for signature
- ✔ Verify signatures, initials and dates on all documents
- ✔ Submit pending documents to Listing Central for review
- ✔ Start communication workflow by sending an introductory email to all involved parties in the transaction
- ✔ Incorporate all transactional deadlines into the Agent's Outlook Calendar
- ✔ Transmit all required docs to the lender and title company
- ✔ Confirm earnest money has been deposited and upload confirmation to Dotloop, notifying all parties accordingly
- ✔ Ensure the collection/receipt of title commitment, CCR's and utilities
- ✔ Follow up with buyer client to ensure home inspection is scheduled
- ✔ Monitor the appraisal process with the lender to confirm the order and timeline
- ✔ Facilitate the ordering of a home warranty an invoicing to the title company, if applicable
- ✔ Ensure property survey is ordered, received, and sent to the client, if required
- ✔ Prepare any necessary amendments, addendums, or inspection responses as directed by the agent
- ✔ Collect receipts for inspection repairs
- ✔ Coordinate with title company and lender regarding any requests
- ✔ Verify completeness of the Dotloop file
- ✔ Ensure receipt of the final settlement statement for agent review before closing
- ✔ Schedule and confirm closing arrangements with all parties involved
- ✔ Send closing next steps email to the client, including reminders leading up to closing
- ✔ Complete the agent's commission form
- ✔ Submit closing documents to Listing Central for review
- ✔ Provide the client with a copy of the closing documents
- ✔ Complete the Preferred Client Club order form, if applicable
- ✔ Send an email reminder to complete Quality Service Survey 1 week after closing
- ✔ Email Settlement Statement to client on Jan 2nd for tax season
- ✔ Send email reminder about post possession date/utility set-up
- ✔ Send email reminder about filing Homestead exemption on Dec 1st

INVESTMENT

FULL-SERVICE TRANSACTION MANAGEMENT

LIST - PEND - CLOSE: \$350.00
PEND - CLOSE: \$325.00
DUAL SIDE: \$475.00

MANAGING THE
TRANSACTION FROM
CONTRACT TO CLOSE!

CENTURY 21
Scheetz

