

## WHAT WE DO

- Ensure executed contract is complete
- Create or maintain Dotloop or DocuSign folder
- Conduct thorough review of all documentation and deadlines
- Maintain contact with all parties from contract through closing
- Confirmation of escrow deposits and receipts
- Process any necessary addendums throughout transaction
- Contact condo association/HOA to confirm provided information
- Work with buyer/s on submitting application to association
- Follow-up on association approval, communicate with all parties
- Verify financing (cash, financed, or both) and status
- Confirm and communicate appraisal ordering and status
- Continuous contact with lender for loan progress (if applicable)
- Communicate with title and the title agent
- Ask seller for current survey and/or elevation certificate
- Follow-up with all parties on status/schedules
- Order home warranty (if applicable)
- Remind buyer to bind insurance policy
- Provide utility list for buyers to set-up services
- Check with lender/title on documentation
- Schedule closing date, time, and location with all parties
- Ensure the lender has provided title with closing documentation
- Request the ALTA statement for agent's review
- ...and so much more!

## WHY USE US



### TIME = MONEY

Each transaction takes between 15 and 30 hours on the paperwork and follow-up.



### PRICING

Competitive pricing -- Contact us today for more information and pricing!



### SATISFACTION

We are part of your team with every transaction and we guarantee satisfaction every step of the way.

## LISTINGS

So you have your first listing...now what? We can help with that, too! We can provide MLS input, photo and attachment uploading, showing instruction set up, and more.

*Contact us today for more information on listing coordination services and benefits.*

## ABOUT US

With over 30 years of combined real estate experience, the company was created to provide resource leverage to Real Estate Professionals (like yourself!) in order to grow their business. We are committed to creating a seamless transaction and the highest level of service to both the agent and the consumer alike. We handle the paperwork, follow-up, scheduling, and more-- all to help you focus on your business and growing that business.

"Real Pro Leverage, and especially Tammi, are an immensely valuable part of my team. They save me time, effort and hassle that allows me to focus on new clients and business. I can rest easy knowing our clients are in knowledgeable and caring hands. It's an amazing feeling to have that kind of partnership with RPL! Thank you!" - Kathleen C.

*Read more at: [RealProLeverage.com/testimonials](http://RealProLeverage.com/testimonials)*

GET IN TOUCH: • 941-961-4481 • [Tammi@RealProLeverage.com](mailto:Tammi@RealProLeverage.com) • Mon-Fri: 9am-5pm