CG

Transactions

Cornale & Gabriel Transactions LLC

Helping Realtors grow their business while giving them back their time.

List of Services

Transaction Coordination

Send out an introductory email to all parties involved in Transaction, including but not limited to:

- ❏ Co-Broker
- ❏ Attorneys
- ❏ Lenders and Banks
- ❏ Clients

Send Sellers and or Buyers a "Congratulations! You're Under Contract" email.

Scheduling and Coordinating Inspection:

- ❏ Follow up for Inspection report / radon test results and inform all parties. Get updates if there are to be any changes in the contract.
- ❏ Make sure all agreed upon repairs have been made before closing.

Create and send out a Memorandum of Agreement to Attorneys and Co-Broker. We can use your Brokerage template if desired.

Thoroughly review all deadlines and timelines for closing.

Change status to Pending on MLS. Send out a reminder email to co agent to update MLS status to pending if co agent is the listing agent.

Collect and organize all necessary documents for Closing. Review all documents for signatures and dates.

- ❏ We can request electronic signatures using our platform (dotloop) or we can use your electronic signature platform if needed.

Be in constant contact with the Lender. Continually making sure that they have all required documents and information on time for your client.

Stay in constant communication with Banks involved.

Be in constant contact with Attorneys to make sure they receive all necessary documents and information, such as:

- ❏ Memorandum of Agreement
- ❏ Fully executed Contracts
- ❏ Inspection reports
- ❏ Down payment in escrow
- ❏ Mortgage/Lender documents
- ❏ Client Financial documents
- ❏ Co-Op/Condo Board Approval information (if applicable)
- ❏ Appraisal
- ❏ Title company
- ❏ Commission Bill

Stay on top of Attorneys for Title Search.

Schedule and coordinate Appraisal.

- ❏ Follow up on Appraisal report by notifying agents, lenders and attorneys

Clear to Close: Inform all parties, send out a mass email informing date, time, and location of closing. Confirm receipt.

Inform Buyer to purchase homeowners' insurance policy.

Create and send out commission bill to listing agent and buyer agent, and to seller and buyer attorneys.

Email/call buyer to remind them to switch utility companies into their name day of closing.

Coordinate final walkthrough.

Send a final walkthrough reminder the night before.

Change status to sold on MLS day of closing. Send an email to remind co agent to change MLS status to closed if co agent is listing agent.

Call signage company to take down signs, or send a reminder email to co agent to remove signage day of closing if co agent is the listing agent.

What our clients are to do:

- ❏ Fill out and send back our CGT Contact Information sheet.
- ❏ Obtain Listing Agreement and/or Buyer Agreement, making sure it is fully executed.
- ❏ Obtain Seller Disclosure form if applicable.
- ❏ Obtain fully executed Lead Disclosure if property is built before 1978. (We can help obtain this document if needed)
- ❏ Update CRM if applicable.
- ❏ Attend inspections, appraisals, and closing.

Listing Coordination *Available in limited counties*

Send an Introduction email to clients.

Obtain signatures for listing documents such as Listing Agreement, Lead Disclosure, Seller's Obligation.

Schedule photographer/videographer.

Order signs to be put up on property.

Input data and photographs into MLS.

- ❏ We will notify you once the listing is complete for you to review. You must give us the okay to make the listing active.

Make listing "Active" on MLS.

Email seller "Your home is now Active" with MLS sheet attached.

Schedule open houses on MLS.

What our Clients are to do:

- ❏ Go on listing appointments and seal the deal.
- ❏ If we are filling out Listing Agreement, send us the price, listing expiration date, and any conditional terms.
- ❏ Send CGT a rough description of the listing and what points you want to be included in the MLS public and agents only remarks.
- ❏ Conduct Due Diligence.
- ❏ Confirm taxes.

Other Information:

Cornale & Gabriel Transactions LLC utilizes G Suite, in particular google drive, for file organization. We find it useful and convenient to share documents with our clients and their affiliates.

We use our company's templates for documents such as Memorandum of Agreement and Commission Bills, but we can use your brokerage templates if desired. Please just email them to us.

Let us know the best way to communicate with you, whether it be phone calls, text messages, emails or all three, we will be happy to accommodate your communication preferences.

We look forward to going above and beyond for you and your clients!

Sincerely,

Nicole Cornale & Raquel Robibero Gabriel

Cornale & Gabriel Transactions LLC.