

LISTING TRANSACTION PROCESS

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Listing Obtained ►

- 1 Order TRIO from title (property profile, legal, deed)
- 2 Listing Appointment with the Seller
 - a. Comparative Market Analysis (CMA)
 - b. Provide applicable disclosures to the Seller
 - Law of Agency Pamphlet
 - Mold & Moisture
 - Lead Based Paint
 - Wire Fraud
 - Tacoma Side Sewer
 - Buyer Advisory in a Sellers Market
 - c. Receive copy of the following (filled out completely and signed by the Seller)
 - 1A Listing Agreement
 - Legal Description from Title initialed by Seller
 - 22E FIRPTA
 - 35P Preinspection Addendum, if applicable
 - 22J Lead Based Paint, if applicable
 - 22K Utilities Addendum
 - 17 Seller Disclosures
 - BCR Information and Disclosure Receipt
 - d. Listing Input Sheet
 - Is property on a septic? Well?
 - HOA
 - Zoning: Condo/Residential/Commercial
- 3 Submit copies of paperwork to Best Choice Realty for review: support@bestchoicerealtywa.com
- 4 Order Preliminary Title and Open Escrow
- 5 IF SEPTIC: Ensure Seller arranges for the Septic to be pumped and start Application with the County
- 6 IF HOA: Order Resale Certificate
- 7 Market Listing for Sale - Check bestchoicerealtyhomes.com for Vendors
 - a. Staging Scheduled
 - b. Schedule Photographer (Standard, Video, Drone, Matterport)
 - c. Order Sign Install (unless community restrictions)
 - d. Listing Inputted into the NWMLS & Marketing Remarks drafted
 - e. Upload Supplements to the Listing (Legal, 22E, 22K, 22J, 17, 35P, Title)
 - f. Just Listed Postcards Created, Printed and Mailed
 - g. Flyers Created and Printed
 - h. Social Syndication
 - i. Schedule Open House & Brokers Open

Upon Receipt of an Offer ►

- 1 Preapproval Letter/Proof of Funds Received from Buyer's Agent
 - a. Contact Lender to get a better idea of the Buyer's financial capability of closing
- 2 Consider the following in your negotiation with the Buyer's Agent depending on the current market conditions
 - a. Shortening timelines on 35, 22A, 22T
 - b. Pre-negotiating for Low Appraisal on form 22AD

Upon Receipt of Mutually Signed Purchase and Sale (PSA) ►

- 1 Check Initials and Signatures are on all pages of the PSA, disclosures, addenda, etc.) including cross outs
- 2 Forward copy of Mutually signed PSA to Escrow, Buyer's Agent, Transaction Coordinators, and Best Choice Realty
- 3 Mark your calendar with due dates of 17, 22A, 35, 35F, 22T and other applicable timelines on contingencies in the PSA
- 4 IF HOA: Forward HOA Documents & Resale Certificate to Escrow and Buyer's Agent
- 5 IF SEPTIC: Forward receipt of the Septic Pumping and Report of System Status to the Buyer's Agent
- 6 Confirm Earnest Money was received by the Closing Agent on time. Obtain Copy of Earnest Money Deposit Receipt and submit to Best Choice Realty
- 7 Communicate the Buyer's inspection date to the Seller and resident (if applicable)
- 8 Negotiate and respond to the 35R Inspection Response (if applicable)
 - a. For each work order completed, obtain a receipt and supply to the Buyer's Agent
- 9 Communicate the Buyer's appraisal walkthrough date to the Seller and resident (if applicable)
 - a. After the appraiser's walkthrough, follow up with Lender and verify when the appraisal is due to be completed
- 10 Prepare and send 40 Commission Disbursement Authorization to Closing Agent to Confirm closing date and signing appointments with Escrow and Buyer's Agent
- 11 Remind Seller to schedule date of transfer for utilities and schedule connection at their new home (if applicable)
- 12 Request and review the preliminary Closing Statement from Closing Agent to ensure all credits, home warranties, commissions, utility payoffs and escrow payments are accurate
- 13 Communicate the Buyer's final walkthrough date to the Seller and resident (if applicable)
- 14 Confirm key arrangements with Buyer's Agent
- 15 Get an extension (if necessary) from the Buyer's Agent and forward copy to Escrow and Best Choice Realty
 - a. Confirm closing date and signing appointments with Escrow and Buyer's Agent
- 16 Remind Seller to leave all extra keys, garage door openers and additional info (how to work fireplace, surround sound etc.)

After Closing has Occured ►

- 1 Order the Sign to be removed from the property
- 2 Remove the lockbox and marketing materials (flyers, flyer stand, business cards, open house signs, signage, etc.) from the property
- 3 Obtain Seller's forwarding address
- 4 Ensure that a proper closing gift has been arranged/purchased for the Seller
- 5 Send thank you email at closing to all parties
- 7 Email Seller with "thank you" email and invite them to review you on Facebook, Zillow, Website, etc.

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