

Washington Listing Transaction Process

Listing Obtained

1. Order and review 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
 - Real Estate Brokerages in Washington
 - Mold & Moisture
 - Lead Based Paint
 - Wire Fraud
 - Tacoma Side Sewer
 - C. Receive copy of the following (filled out completely and signed by the Seller)
 - BCR 1A Seller Exclusive Brokerage Service Agreement
 - Legal Description from Title initialed by Seller
 - 22E FIRPTA
 - 35P Preinspection Addendum, if applicable
 - 22J Lead Based Paint (for homes 1978 or older)
 - 22K Utilities Addendum
 - 17 Seller Disclosures
 - D. Listing Input Sheet
 - Is property on a Septic? Well?
 - Home Owners Association (HOA): Management contact, monthly dues, HOA dues, amenities & access
 - 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 floor plan)
 - C. Order Sign Post Install (unless community restrictions)
 - D. Listing Inputted into the MLS & Marketing Remarks drafted
 - E. Upload Supplements to the Listing (Legal, 22E, 22K, 22J, 17, 35P, Title)
 - F. Just Listed Postcards Created, Printed and Mailing scheduled
 - G. Flyers Created and Printed
 - H. Social Syndication and online advertising scheduled
 - I. Schedule Open House & Brokers Open
 - J. Follow up with all showings and interest, providing feedback to seller regularly

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 on time
2. Consider the following in your negotiation with the Buyer's Agent depending on the current market conditions
 - A. Shortening timelines on contingencies (35, 22A, 22T, 22B)
 - B. Pre-negotiating for Low Appraisal on form 22AD
 - C. Escalation addendum
 - D. Earnest money deposit terms
 - E. Possession
 - F. Purchase price

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, 22S 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. Listing agent should attend appraisal if possible
 - B. After the appraiser's walkthrough, follow up with Lender and verify when the appraisal is due to be complete
10. Prepare and send 40 Compensation 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, agent compensation, 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 22Y (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 & additional info (how to work fireplace, surround sound etc.)

After Closing has Occurred (Recording #'s Received)

1. Order the Sign Post 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
6. Email Seller with "thank you" email and invite them to review you on Facebook, Zillow, Google, Website, etc.
7. Market the sale by mail/email/social media to your database