Listings • Transactions • Earnest Money • Closing

Karin's Support Services

LISTING SUPPORT

- Receive Listing Paperwork/Checklist and Begin Listing File
- Communicate and Share Docs with the Marketing Team
- Upload Listings to the NWMLS from Transaction Desk *(if requested on listing checklist)*

TRANSACTION COORDINATION

- Receive Sale Paperwork/Checklist, Begin Sale File, and Notify Marketing Team
- Send Commission Disbursement Instructions to Escrow
- Arrange for a Courier to Pick Up and Deliver the Earnest Money Check
- Create a Branded Transaction Timeline with Key Dates, Deadlines, and Introducing Karin as the Transaction Coordinator
- Manage the Sale File and Audit to Ensure All Needed Docs Have Been Submitted
- Monitor the MercerIsland@Windermere.com Email and Forward Necessary Documents to Escrow, Title Company, etc.
- Process Closing Checks on Tuesdays and Thursdays
- Assist with Transaction Desk as Needed

CLIENT CONNECTION

- Send Request for an Online Review to Clients 2 Days Prior to Closing
- Prepare Notecard to Notify Client if Agent Has Made an "Above and Beyond" Windermere Foundation Donation on the Client's Behalf
- Send End-of-Year Closing Statements for Each Transaction so That Agents Can Pass Them Along to Their Clients