



Fabi Meyer
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BUYER	C2C	AGENT
Negotiate and Secure Fully-Executed Contract and Docs that Alter Contract		✓
Provide Completed transmittal	✓	
Confirm Arrangements for Earnest money deposit	✓	✓
Review and Organize Fully-Executed Contract (dotloop, skyslope, etc.)	✓	
Open Escrow with title company; Provide Contract, Client Contact Info, Lender Info, etc.	✓	
Send Contract and Escrow Info to Lender	✓	
Send Intro email to Listing Agent	✓	
Add timeline To Agent's Google Calendar	✓	
Schedule Home Inspection	✓	
Confirm Receipt of Earnest Money	✓	
Prepare/Negotiate Request for Repairs		✓
Communicate with All Parties re: Credits/Changes or any arrangements related to the transaction	✓	✓
Circulate/Confirm Receipt of Additional Required Documents	✓	
Confirm clear title work and survey (if any) with title company	✓	
Confirm Full Contingency Removal (Loan Commitment)	✓	✓
Satisfy Broker File Management Requirements (Ok to Payout)	✓	
Schedule the walkthru and notify the agent		✓
Schedule the Closing and notify all parties(buyer, agent, lender)	✓	
Request Copies of Receipts, Gas insp, Occupancy Inspection from seller's agent	✓	
Request ALTA from Escrow for review	✓	
Review ALTA for accuracy	✓	✓

SELLER	C2C	AGENT
Negotiate and Secure Fully-Executed Contract and Docs that Alter Contract		✓
Provide Completed Transmittal	✓	
Review and Organize Fully-Executed Contract (dotloop, etc.)	✓	
Open Escrow with title company; Provide Contract, Client Contact Info, Commission Split, etc.	✓	
Send Intro email to Selling Agent	✓	
Send Contract to title company	✓	
Add timeline to agent's Google Calendar	✓	
Prepare and Send any Additional Disclosures to Seller	✓	
Schedule/attend appraisal if necessary		✓
Confirm Receipt of Earnest Money	✓	
Communicate with Seller any municipal inspections/gas inspection/termite	✓	
Negotiate/Prepare Seller's Response to Request for Repairs		✓
Communicate with All Parties re: Credits/Changes or any arrangements related to the transaction	✓	✓
Schedule repairs if necessary	✓	✓
Circulate/Confirm Receipt of Additional Required Documents	✓	
Confirm Full contingency removal with Selling Agent (Loan Commitment)	✓	✓
Satisfy Broker File Management Requirements (OK to payout)	✓	
Schedule closing and notify all parties (seller, agent)	✓	
Request ALTA from Escrow for review	✓	
Review ALTA for accuracy	✓	✓
Provide seller the final Alta for review	✓	✓