TERRICITA COPELAND

Founder and CEO

Terricita Copeland has over 15 years of experience in Real Estate, she has held the title of Realtor, Consultant, Notary Loan Signing Agent. Mortgage Loan Closer and with this vast knowledge and her entrepreneurial spirit she has birthed the vision of TC Management Services.

OUR TRANSACTION MANAGEMENT SERVICES INCLUDE

When a transaction is under contract we will:

- Coordinate opening of the file with escrow and handle all documents securely.
- Introduction email will be sent providing a timeline of deadlines with a copy of the executed contract to coop-agent, buyer/seller, lender, and title company.
- Ensure everything is fully executed with dates, initials, signatures, and broker information is completed.
- Submit all required contract documents to broker for compliance.
- Ensure the lender, title company, and broker receive any amendments or changes to the contract.
- Verify EM deposit and obtain receipt from escrow.
- Verify inspection date and time. Ensure all parties have received reports to review.
- Keeping in contact with the title company and lender throughout the transaction. Provide agent email updates on the status of the transaction keeping you informed.
- Update deadlines due to any changes in the contract.
- Collect HOA documents in accordance with deadlines and email to buyer agent (if on list side) or to the buyer (if on buyer side)
- Order Home Warranty per contract if needed.
- Order HOA documents if needed.
- Confirm inspection has been set up in accordance with the ratification deadline.
- Monitor appraisal timeline and completion with the lender.
- Coordinate and monitor buyers' loan status with lenders.
- Ensure your buyer/seller is provided a copy of all documents.
- Upload all disclosures, documents, and reports into the agent's online transaction management service as they are received or fully executed throughout the transaction. (if applicable)

Continued:

- Maintain constant contact with all parties involved for status updates as well as outstanding
- items.
- Verify escrow has all required documentation.
- Coordinate and confirm final walk-through.
- Schedule signing appointment for client and agent if applicable.
- Conduct a final audit of file 7 days prior to closing to ensure all documents are uploaded and the file is complete.
- Confirm final recording and alert agents.
- Upload Final HUD/ CD to online transaction management service for compliance

This service includes: All the above (Contract to Close transaction) PLUS:

BUYERS SIDE:

- Upload all broker required forms for compliance.
- Submit all executed contracts, counteroffers, and amendment extensions (if applicable) to the broker-required lender.
- Arrange EMD pick up/ remind the buyer to wire as necessary.
- Upload all forms, amendments, and addendums for compliance
- Follow up on repairs and receipts from inspection
- Give utility contact info and remind the buyer to transfer utilities.
- Send email to your client asking for a review on Zillow or your preferred site

SELLERS SIDE:

- Upload Listing Agreement and all broker-required forms for compliance.
- Follow up signatures of all documents.
- Upload all forms, amendments, and addendums for compliance.
- Follow up on repairs and receipts.
- MLS Data Input to pending inspection, pending, and closed.
- Send an email to your client asking for a review on Zillow or your preferred site.

Agent Expectations:

- Review ALTA statement and Closing Disclosure. Negotiate repairs and any changes to the contract.
- Advise the client of any contingency timeline removals (we will remind all parties of the dates and timeframes in the introductory email).
- Schedule Needed Inspections

Fee Schedule:

Listing or Buyer Side: **$350.00**
READI COMMISSION SPLIT-BASED AGENTS: **$150**
READI COACH REALTORS® : **$350.00**

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