Instructions for Real Estate Deals Documentation Completion

General Information

File Naming: Files should be saved according to the number and name on the appropriate checklist. For example, if you are doing a traditional transaction and you are submitting the RPA, you should use the Traditional checklist and the form should be saved by the name: 3- Residential Purchase Agreement or 3-RPA or use the naming format you prefer and simply add a 3 at the beginning. This allows time to be spent reviewing documents more quickly (and get agents paid more quickly), rather than trying to identify and sort documents.

If you are combining several forms together in one pdf, and they are separate numbers on the checklist, then please include all the numbers in the naming. For example, if you are doing a traditional transaction and you are submitting the Pest and Property Inspections together in one document, the form should be saved by the name: 31 and 32- Inspections or the naming format you prefer and simply add a 31 and 32 at the beginning.

Checklist: The checklist should be used to identify what forms are applicable to the file and included with it. If a document is not applicable, please mark the N/A box for that document. **All of the documents on the checklist should be included in the file, unless they are not applicable to the transaction.** For example, if the transaction did not have any counter offers, that would be marked N/A. Or if a house was built before 1978, the Lead-Based Paint Disclosure would be marked N/A. The N/A box is not to be used simply to not include a document in the file.

File Submission: We are trying to be electronic as much as possible to save room and the environment. Consequently, the preferred methods of file submission are electronically by email, Dropbox, box.com (only $5 a month!) or a similar file sharing system, memory stick, or CD's. However, we will also accept paper files as long as they are organized in the order of the checklist.

Electronic Forms: All of our forms are now available on our website, and are fillable electronically! To be able to fill them electronically, simply click on the form you want from our website, save it your computer, and open the document from your computer. The form is now fillable!

If Representing the Buyer

Once you have an accepted fully executed purchase agreement:
From our website, on the Real Estate Forms and Disclosures page, obtain the appropriate pre-assembled disclosure package for the transaction type (Traditional, REO, Short Sale Trust-Probate-Bankruptcy, or Vacant Land). If you prefer, forms are also listed separately on the Real Estate Forms and Disclosures page.

From our website, on the Real Estate Forms and Disclosures page, obtain the Escrow Disbursement Authorization Form rev 6-2017. Complete the form and email it to Executive Assistant, Kristin Jones (kristin@ermrealty.com) **within three days** of the accepted offer. Kristin will obtain brokers signature and send the disbursement form to Title.

Submit the following completed documents to the Executive Assistant within 3 days of the accepted offer:

1. First ten pages of the fully executed purchase agreement and any counter offers.
2. Escrow deposit receipt.

Within three days before the close of escrow, deliver the completed file to the Executive Assistant. Files should be submitted by the naming instructions above. If they are not, files will be returned. Files will also be returned if they are illegible, or missing information or signatures.

Commissions checks will not be released to you until the Executive Assistant has the complete correct file. If issues arise with being able to get a complete file (i.e. other agent is not cooperating) please let us know.

If Representing the Seller

After obtaining a listing:
Submit the listing agreement to Kristin Jones within 3 days of obtaining the listing. If it's a Short Sale, include the Short Sale Advisory.

After accepting an offer on a listing:
From our website, on the Real Estate Forms and Disclosures page, obtain the appropriate pre-assembled disclosure package for the transaction type (Traditional, REO, Short Sale Trust-Probate-Bankruptcy, or Vacant Land). If you prefer, forms are also listed separately on the Real Estate Forms and Disclosures page.

From our website, on the Real Estate Forms and Disclosures page, obtain the Escrow Disbursement Authorization Form rev 6-2017. Complete the form and email it to Executive Assistant, Kristin Jones (kristin@ermrealty.com) **within three days** of the accepted offer. Kristin will obtain brokers signature and send the disbursement form to Title.

Submit the following completed documents to the Executive Assistant within 3 days of the accepted offer:

1. First ten pages of the fully executed purchase agreement and any counter offers.
2. Other necessary forms from appropriate transaction checklist.

Within three days before the close of escrow, deliver the completed file to the Executive Assistant. Files should be submitted by the naming instructions above. If they are not, files will be returned. Files will also be returned if they are illegible, or missing information or signatures.

Commissions checks will not be released to you until the Executive Assistant has the complete correct file. If issues arise with being able to get a complete file (i.e. other agent is not cooperating) please let us know.

Contact Information

Executive Assistant: Kristin Jones, Kristin@ERMrealty.com

Broker: John N. Robison, John@ERMrealty.com