

# Closing Coordination Services

**\$499** paid @ closing from sale proceeds  
(Available to clients on our MLS Listing Plan.)

## What's Included - Our 25 Point Plan

1. Communicate to other realtors on MLS that listing agent will handle all offers.
2. Assist any unrepresented buyers in drafting offer, if needed.
3. Receive and review all offers on your behalf.
4. Present and review all offers to you in a timely manner.
5. Negotiate all offers on your behalf and draft all counter offers.
6. Hold any earnest money from accepted offers in a trust account.
7. Assist the buyer in obtaining financing, if needed.
8. Follow up with the removal of all contingencies on accepted offers.
9. Handle any additional follow up items.
10. Assign the file to our office Closing Coordinator.
11. Order title insurance on your behalf from one of our preferred title companies.
12. Update you and keep you informed throughout the closing process.
13. Assure the issuance of a clear title and follow up with any title issues.
14. Order any payoffs for mortgages, utilities, etc. needed for closing.
15. Assure proper calculation of tax prorations.
16. Communicate closing schedule and location to all parties.
17. Assure title company agent will attend and facilitate closing on your behalf.
18. Arrange for POA or pre-signing of documents if unable to attend closing.
19. Review closing statements with you for pre-approval prior to closing.
20. Personally attend the closing if outstanding issues exist.
21. Distribute earnest money to the closing.
22. Assure funds are transferred properly to satisfy payoffs.
23. Assure closing documents are delivered to courthouse for proper recording.
24. Report the sale of your property to the MLS.
25. Communicate your property as sold on our websites.

## Benefits of Our Closing Coordination Services

- Receive "peace of mind" by having a professional realtor assist in closing the transaction.
- Make your property even more marketable to cooperating brokers by assuring them that the listing broker will be assisting with closing the transaction.
- Pay only a one-time fee, even if we handle multiple offers. No charge if your property fails to close.
- More accessible and economical than a real estate attorney, for similar services.
- Save potentially hundreds of dollars in title insurance costs due to our preferred rates with major title companies.

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**(262) 567-9894 • (414) 475-9894 • (920) 261-8848**