

AGENT'S CHECKLIST

BUYER'S AGENT

If this is the first time you will be closing with our office, please create your login with Qualia as soon as you receive the invitation during the open order process.	<input type="checkbox"/>
Provide fully executed Contract along with Addendums, Commission Agreement and any specific instructions to the STG.	<input type="checkbox"/>
Schedule the closing.	<input type="checkbox"/>
Assist your Buyer in completing Buyer's Information in Qualia as soon as possible.	<input type="checkbox"/>
Schedule inspection.	<input type="checkbox"/>
Review all stipulations and contingencies of Contract and check for expiration dates.	<input type="checkbox"/>

Title insurance is the only way the consumer can protect themselves; please have them contact us for more information.	<input type="checkbox"/>
Remind the Buyer to provide adequate proof of homeowner's insurance to STG office.	<input type="checkbox"/>
Submit repair invoices if required by the Contract.	<input type="checkbox"/>
Submit the Termite Inspection Report and any invoices required by the Contract.	<input type="checkbox"/>
Submit Home Warranty if required by the Contract.	<input type="checkbox"/>
Obtain written documentation of loan approval from Lender.	<input type="checkbox"/>
Schedule final walk through and verify repair items are complete.	<input type="checkbox"/>
Review the ALTA Settlement Statement and verify that earnest money, commission, home warranty, repair and termite inspection amounts are correct.	<input type="checkbox"/>

Remind Buyer to confirm wiring instructions with STG, then schedule their wire for closing proceeds at least 24 hours in advance of closing.	<input type="checkbox"/>
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SELLER'S AGENT

Please assist your Seller in completing all Seller's Information in Qualia as soon as possible.	<input type="checkbox"/>
Ensure Seller provides to STG all necessary documents to obtain the Mortgage Payoff Information.	<input type="checkbox"/>
Verify that STG received Homeowner's or Condo Association information Seller. (If Applicable)	<input type="checkbox"/>
Review the ALTA Settlement Statement and verify that earnest money, commission, home warranty, repair and termite inspection amounts are correct.	<input type="checkbox"/>

Any Questions? Give us a call, we are here to help!

Phone: (202) 888-0132

standard.
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