

Contract Signing:

- Deal Transaction Sheet (Deal Summary) sent to both attorneys
- Seller's agent sends due diligence materials to buyers attorney
- Seller's agent sends contract to buyers attorney
- Buyers signs contract and puts 10% down in escrow
- Seller executes contract

Financing:

- Buyer applies for mortgage based on identified property
- Appraisal ordered
- Commitment Letter received (try to get a fully clean commitment)
- Aztech Recognition Agreements (3 originals – of a Co-op)

Board Approval

Co-op or Condo

- Agent reviews application and reviews with buyer.
- Buyer completes board package
- Agent helps buyer prepare supporting documents and sends sample reference letters
 - Agent types application
 - Send to Managing Agent
 - Follow up with Managing Agent
 - Interview scheduled (if Co-op)
 - Buyer approved
 - Parties notified of approval in writing or the Waiver of Right of First Refusal is issued

Getting to the Closing:

- Contact bank about loan clearing
- Send Invoice to sellers attorney including your ID #
- Schedule/conduct Walk Through
- Address any possible issues
- Close and Receive your check!