



Molly Moe TC's services will begin once a Listing Agreement and/or a Residential Purchase Contract has been fully executed.

Below you will see the different processes of a brand new Listing or Sale While working with Molly Moe TC.

Listing Process

- Once a Listing Agreement has been fully executed by the Listing Agent and the Seller(s), any/ all documents are to be delivered to Molly Moe TC.
- You may scan and email these documents to Molly Moe TC at the email address on the second page At this point, Molly Moe TC will add the new file to the brokerages system (Transaction Manager [previously known as Home Base], Skyslope, Command, Etc.).
- Upon request and preference of the Agent, Molly Moe TC will order the Preliminary Title Report and Natural Hazard Disclosure Report (Please include the name of your preferred companies in your request).
- All other Third Party Inspections will be ordered by the Agent to avoid confusion and scheduling conflicts. This includes Homeowner's Association Documents and 3R Reports (if applicable).
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- ***Agent must inform Molly Moe TC of when he/she will need the disclosure packet completed – Please provided a minimum of 48 hours notice so that your file can be added to the schedule accordingly***
- Upon completion of the Disclosure Packet, Molly Moe TC will upload the disclosures to one of the options below. (**Agent must specify which of the options is preferred**)
 - Disclosures.IO (Agent will need to 'Grant Access' to mollymoetc@outlook.com for this service)
 - Glide (Agent will need to provide their own personal log-in information for this service)
 - A 'Trackable' disclosure link via Google Docs (Provided by Molly Moe TC)
 - A 'Non-Trackable' disclosure link via DropBox (Provided by Molly Moe TC)
 - If you have your own preferred online system not listed above, please inform Molly Moe TC directly along with any log-in information and I will do my best to accommodate.

Sale Process:

- Upon receiving a fully executed Residential Purchase Contract, Molly Moe TC will then add the new file to the brokerages system or update the previous listing to a sale (Transaction Manager, Skyslope, Command, Etc.).
- The time lines of the contract will be determined and Molly Moe TC will note the file and notify either party via email or phone requesting missing signatures/ initials and entire disclosures if necessary.
- The transaction will be reviewed by Molly Moe TC regularly until completion.



- Molly Moe TC will follow up on time lines/ contingency removal dates, request items needed, review all documents received to ensure accurate completion. There will be continuous follow ups and communication with all parties necessary.
- Throughout the transaction process, Molly Moe TC will perform file audits and provide updates to the Agent.

Closing Process

- Upon closing, Molly Moe TC will make certain that the file is complete and thoroughly passes the final review (in accordance with Agent's brokerage specifications).
- Molly Moe TC will obtain the closing package directly from the Title Company, if not already received from the Agent.
- At this point, the Agent may request a final closing link containing all documents pertaining to the transaction for his/her client(s). **[This service is not automatic and must be requested by the agent]**

****Please contact Molly Moe TC directly for Transaction Coordination Fees****

If you have any questions on how the Transaction Coordination Process or Services work or how it can work best for you – Please feel free to email me anytime and I will get back to you during my regular working hours.

Email| mollymoetc@outlook.com
C| (650) 438-7099

Mailing Address:
655 Oak Grove Avenue #488,
Menlo Park, CA 94026

Hours of Operation:
Monday – Friday, 9:30AM – 4:30PM
CLOSED Saturday & Sunday

**Scheduled times may change with or without notice.*

Thank you so much and I look forward to working with you!