

TLW Real Estate Solutions

Professional Transaction Coordination & Listing Support Services

TLW Real Estate Solutions provides professional transaction management and listing coordination services designed to streamline operations, ensure compliance, and improve the client experience for real estate professionals. Offering comprehensive support throughout the real estate transaction process, services are structured to reduce administrative burden, improve organization, and maintain smooth communication between all parties involved. TLW Real Estate Solutions cultivates a uniformed process to ensure all parties remain informed, deadlines are met, and files remain compliant from listing to closing.

Services Overview

- **Contract-to-close transaction coordination**
- **Listing coordination and MLS management**
- **Compliance auditing and file management**
- **Client communication and scheduling support**
- **Deadline tracking and closing preparation**

Listing Coordination

- Preparation and review of listing agreements
- Seller disclosure coordination through Seller's Shield
- Survey and property documentation procurement
- Photography scheduling and MLS setup
- Listing activation and showing feedback monitoring
- Open house coordination support

Contract-to-Close Management

- Transaction setup and document tracking
- Task management and deadline monitoring
- Inspection and appraisal coordination
- HOA, title, and financing follow-up
- Closing scheduling and settlement review
- Final transaction packet preparation

Administrative & Compliance Support

- Weekly compliance checks
- File auditing and document organization
- Communication coordination with clients and vendors
- Invoice processing and operational tracking

Detailed Transaction Task List: Contract-to-Close

1. Intro email to client
2. Intro email to all parties
3. Calendar invites to agents
4. Create transaction in transaction management platform
5. Schedule inspection(s), as requested
6. Ensure Earnest & Option money received by title
7. Receipted contract received
8. Option period ending reminder email/text
9. ECAD requested, if needed
10. Inspection report received
11. Write amendments (as needed)
12. Update MLS status (listings)
13. Confirm appraisal ordered
14. Survey and T-47 received
15. New survey ordered (as needed)
16. Seller's Disclosure Notice provided
17. Finance deadline reminder email
18. HOA docs due reminder email
19. Title commitment received and reviewed
20. Loan status updates requested weekly
21. Compliance check on all docs weekly
22. Send out next steps email to clients
23. Home Warranty plan requested
24. Utility list provided
25. Possession date confirmed
26. Closing preference requested
27. Home warranty invoice requested
28. Schedule closing
29. Request and review CDA for accuracy
30. Ensure CDA sent to title company

31. Confirm clear to close
32. Ensure title has all lender's docs
33. Send final reminders email to clients
34. Closing date, time & location confirmed
35. Important docs needed for closing
36. Request copy of preliminary settlement statement
37. Request instructions for submitting cash to close
38. Final HUD/CD/ALTA received
39. Update MLS status to sold
40. Sold MLS datasheet downloaded
41. Transaction packet created and sent to agent & client
42. Send follow-up emails requesting reviews/testimonials

Fee Schedule

Service	Fee
Contract to Close	\$395
Listing Coordination	\$225
New Build TC	\$125
Leases	\$75
Compliance Only (No TC)	\$100
Offer Write-Up	\$50

Additional services and customized support packages are available upon request. TLW Real Estate Solutions is happy to negotiate services not specifically listed in this schedule.

Tracy L Woliver
Email: tracy@tlwresolutions.com
Phone: 512-689-7201
License # 695551