

REALTYONEGROUP

RESULTS

THINGS TO REMEMBER

- Review the final CD with your client at least ONE DAY BEFORE CLOSING!
- Confirm the closing date, time, and location with your client the day before closing AND the morning of closing.
- Schedule a final walk-through with your buyer if you have a buyer client, OR confirm with the buyer agent the final walk-through access if you represent the seller.
- Confirm with your client that they have made arrangements to transfer utilities.
- Attend closing on behalf of or with your client.
- Change the listing status to CLOSED in MLS if you are the listing agent.

CLOSING PROCEDURE FOR COMMISSION DISBURSEMENT

- Are all of your documents in Skyskope? – you cannot get paid until this is done.
- Reach out to your mentor or office admin 3 days before closing so they can review your file and ensure everything is correct. IF YOU HAVE A MENTOR THEY SHOULD CHECK YOUR FILE BEFORE YOUR ADMIN.
- Pick up the signed CD AND commission check from the closing attorney.
- Deposit commission check from the attorney's office into the Realty One Group Results account at First Citizens Bank. Account #005261037867. Endorse the back of the check with "For Deposit Only" so you can deposit it. (FDIC rules require a photo ID for deposits, make sure you have yours available for the teller)
- In one email to rogtriadclosings@gmail.com - attach the following 3 documents preferably in one attachment. THE SUBJECT LINE MUST BE THE PROPERTY ADDRESS. This information is needed to close out your file with compliance and should be turned in asap Download an app such as turboscan or scannerpro for best results.

1. Final signed cd

2. Copy of the company check from the attorney

3. Deposit receipt from first citizens- (Blue and White, showing the date and last 4 digits of the account number.)

I _____ understand the ROG closing procedures and agree to follow ALL requirements.

Agent Signature _____

Date _____

ROGCLOSINGS@GMAIL.COM FOR WILKES AND HIGH COUNTRY AGENTS.

IF YOU WANT AN ACH INSTEAD OF A CHECK PLEASE INDICATE THIS WITHIN YOUR EMAIL AND MAKE SURE TERESA HAS YOUR ROUTING AND ACCT NUMBER, TEXT TO 336-262-3111.