



Coastal Property Services
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As a licensed Broker with over 32 years of experience in real estate, we offer West Shores agents TC services that will allow you to use your time more effectively & efficiently. Utilize our service as a tool for YOUR success... ***spend more time with your clients... and not dealing with paperwork!***

Here is a list of just a few of the services we provide for our clients:

- When you get a new listing, send us a copy of the Realist report and we will prep all listing paperwork for you. We will DocuSign it to the Seller(s), and to you, for signatures. Once signed, we will submit a copy to Management.
- Once the listing paperwork is signed, we will prep all required Seller disclosures. Once completed and signed by the Seller, we will have the disclosures ready for the Buyer, once we are under contract.
- Once you have an accepted offer, send us the purchase agreement, counter offers, etc. We review all contracts and prepare the timeline of events.
- We send out our intro letter with the timeline, ***as it is very important that everyone is agreement with all deadlines***. Our timeline goes to the following parties:
 1. **Escrow** – We verify that their timeline matches ours.
 2. **Clients** – Their timeline includes an explanation of key events and a description of what occurs in a typical transaction. **Very helpful for first time Buyers and Sellers.**
 3. **Cooperating Agent** - This allows the cooperating agent and their TC to verify that their timeline matches ours.
 4. **Lender** – This notifies the lender of what deadlines we are expecting them to meet.
- Throughout the transaction, we ask that we are cc:'d on all pertinent correspondence related to the file. This keeps us in the loop & up to date on all matters related to the transaction. We collect all fully executed contracts & disclosures, ensuring that the file has all required documentation per Company and DRE compliance regulations. We maintain the master file throughout transaction, until the close of escrow.
- Throughout the transaction, we can assist you with the preparation of Requests for Repairs, Contingency Removals, VP's, & Addenda. As we approach closing, we send Buyers the home warranty brochure, & assist them with making their selection of coverage. We send escrow a "pre-closing" letter with a list of any outstanding items that are needed for our file.
- At closing, we provide you & Management with a PDF copy of the entire file for the office/agent; & another copy for the client. You have the option of purchasing a "Key" flash drive from the office for storing the client's copy of the file. The key flash drives make excellent closing gifts!

We provide a much more comprehensive & unique approach to our TC service. Our goal is to have all documents in the file on the day of closing (or sooner), so you can get paid your commission as quickly as possible!

COST FOR TC SERVICE: \$500 PAID THROUGH ESCROW, AT CLOSING

Let us handle your paperwork so you can focus on what you do best... SELLING REAL ESTATE!