



WEST SHORES REALTY

AGENTS NAME: _____ DATE: _____

Upon receiving a Residential Listing or Accepted offer, please follow the below office procedures.

WSR File Procedure: Listings

WITHIN 24-48 HOURS OF ACCEPTING LISTING

- E-Mail the file to contracts@westshorescorp.com and amir@westshorescorp.com
- Create listing in SKYSLOPE
- Upload all required documents into the LISTING CHECKLIST section on the SKYSLOPE system (check-list can be found there, if you need login credentials, email contracts@westshorescorp.com.)
- E-mail Jodi to check the listing file once ALL LISTING DOCUMENTS are uploaded to make sure the file is done properly tcjodi@gmail.com

- WITHIN 24-48 HOURS OF ACCEPTED CONTRACT (LISTING)

- E-mail accepted contract to contracts@westshorescorp.com and amir@westshorescorp.com
- Start transaction from listing in SKYSLOPE and click ACCEPTED CONTRACT. Enter all pertinent info for accepted contract and save.
- Upload the RPA and initial accepted docs.
- Email Jodi to check the initial documents are complying tcjodi@gmail.com

- 10 BUSINESS DAYS BEFORE CLOSING OR EARLIER

- *Email CI IMMEDIATELY* upon receipt from escrow company to anita@westshorescorp.com, contracts@westshorescorp.com and sherry@westshorescorp.com (should be 7 days or less from opening of escrow).
- Make sure ALL documents besides CLOSING DOCS are uploaded into SKYSLOPE.
- Email Jodi to check the documents are in compliance and the file is complete to close minus the closing package tcjodi@gmail.com

- CLOSING

- Upload all remaining documents to SKYSLOPE 24 hours prior to close of escrow
- Email Jodi for Final review tcjodi@gmail.com

Agent

Broker/Manager



WEST SHORES REALTY

AGENTS NAME: _____ DATE: _____

WSR File Procedures: Start Transaction

- **WITHIN 24-48 HOURS OF ACCEPTED CONTRACT (LISTING)**
 - E-Mail accepted contract to contracts@westshorescorp.com and amir@westshorescorp.com
 - Create new transaction in SKYSLOPE
 - Upload the RPA and initial accepted docs
 - Email Jodi to check the initial documents are complying tcjodi@gmail.com
- **10 BUSINESS DAYS BEFORE CLOSING OR EARLIER**
 - *Email CI IMMEDIATELY* upon receipt from escrow company to anita@westshorescorp.com, contracts@westshorescorp.com and sherry@westshorescorp.com (should be 7 days or less from opening of escrow).
 - Make sure ALL documents besides CLOSING DOCS are uploaded into SKYSLOPE
 - Email Jodi to check the documents are in compliance and the file is complete to close minus the closing package tcjodi@gmail.com
- **CLOSING**
 - Upload all remaining documents to SKYSLOPE 24 hours prior to close of escrow
 - Email Jodi for Final review tcjodi@gmail.com

Agent

Broker/Manager