Once You Have an Accepted Contract

1. Be sure your **lead** has been **entered into CINC**. If not, do so and include all the updated information including Under Contract step of the pipeline.

2. **Forward Your Paperwork**… the Final Contract (including Purchase Agreement and Counters signed and initialed by both parties)and Signed Disclosures to the Transaction Coordinator ASAP. Be sure your client has a copy as well.

2. **Deposit** - The deposit must get to the designated party (line 105) ideally within 24 hours of the Contract acceptance. You have two options:

   a. Obtain deposit from the client, make a copy and deliver to designated party. Forward deposit copy to your client's lender as well as a copy of the executed purchase agreement so the loan can be processed. Also forward a copy of purchase agreement and deposit to the Transaction Coordinator (Alana)

   b. Have client send you a copy of the deposit and have them deliver the check to the designated party. Again forward copies to the lender and Transaction Coordinator.

3. **Pre Approval Letter** – If this has not already been submitted with the offer to the listing agent, this must be done within the time designated in the contract on line 73. Forward Copy to Transaction Coordinator. If….your client changes lenders prior to the act of sale, a pre-approval letter must be obtained with the new lender and sent to the listings agent and transaction coordinator. Again the new lender will need the contract and deposit copy to process the loan. If your buyer is a full or partial cash buyer, you need P**roof of Funds** from your client. Tell them the seller needs it. This way you will know for sure your client can purchase with cash. This is recommend to submit with an offer. Even if not requested by the seller's agent, get it.

4. **Inspections**
   Home and Pipe Inspections must be booked as soon as possible in order to stay within the due diligence contract guidelines. We recommend Home Check (Marco Kouzoukas). Book the inspection at www. neworleans-homeinspections.com you will need the square footage, number of rooms and age of home (see the MLS sheet). Use the Buyer's name, buyer's email address and your phone number (plan to attend.) Add your name as buyer's agent with the Birdsong Realty Group, your email and phone number in the comments. If the buyer cannot attend you will need to have a check from from the buyer ready at the inspection.
   We also recommend Tunnel Vision for the Video Pipe Inspection. Book them by phone at 504-885-8761. Again have the buyer's check ready for payment at the inspection. You should receive the from the technician at the inspection.

   Once you receive the report, discuss with client and fill out a Property Inspection Response.

5. **Contract Terms**

   Follow up for your client to make sure any and all contract terms promised by your client are indeed fulfilled in a timely manner (ie, proof of funds within x number of days,) Also follow up to make sure terms promised by the seller are fulfilled (elevation certificates or flood declaration pages, appliances, and any other contract items your client is promised to receive in the sale).

6. **Lender Obligations**

   Keep up with your client and to make sure all required paperwork is sent to the lender in a timely manner. Do this through your client, not through the lender unless you have express permission to do so from you client.