



# REAL ESTATE TRANSACTION COORDINATION

SIMPLE | EFFICIENT | RELIABLE



## THE REBO ADVANTAGE

Give your clients a seamless and professional transaction experience while we save you significant time and money.

How? We are the real estate transaction experts. We have simplified and optimized every phase of the file management process for you and your clients. REBO delivers white-glove concierge service at an affordable flat fee per file. Whether you are working for yourself, part of a team or own a brokerage, the REBO process will save you time, money and effort. Spend less time on paperwork hassles and focus your efforts on enhancing your clients' experience. Let REBO do the work for you.



### FOCUS

REBO lets you focus on your clients instead of your paperwork.

### TIME

REBO saves you time, as much as 10-20 hours per file.

### ORGANIZATION

REBO organizes your world. Our process is consistent and dependable.



INCREASE YOUR PROFITS, DECREASE YOUR PAPERWORK



UTILIZE A PROFESSIONAL AND DEDICATED PERSONAL EXECUTIVE ASSISTANT



GIVE YOUR CLIENTS A BETTER TRANSACTION EXPERIENCE

Contact REBO Today!

[info@rebackops.com](mailto:info@rebackops.com)

480-620-5000

# INCLUDED IN EVERY TRANSACTION



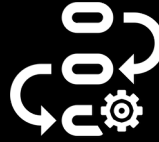
File Creation for all relevant documents.



Open escrow with Title Company in Title States.



Send all orders and opening emails to relevant parties.



Create a Master Timeline.



Organize and present all files in preparation for full Broker Review.



Order all required disclosures, warranties, HOA docs, and inspection reports, etc.



Proactive, professional approach to stay on top of important due dates and deadlines.



Active account management including gathering all missing signatures and initials for all required documents.



Weekly file audits to ensure completion, accuracy and compliance.



Fast and reliable communication in both English and Spanish.

## WE ARE EXPERIENCED IN:



REO



Short Sale



Trust



Probate



Land/Lot



New  
Construction



HUD



Resale/  
Regular



# PENDING SALE EXAMPLE (BUYER SIDE)

## 2 DAYS AFTER ACCEPTANCE

- Obtain Copy of Buyer's Initial Deposit
- Escrow Information Worksheet
- MLS Listing Print-out
- Affiliated Business Arrangement Disclosure
- Consumer Information Statement A
- Contract of Sale: REMINDER TO MGR & OA
- Company Application Page
- Informed Consent to Dual Agency - Buyer
- Lead Paint Disclosure
- Sellers Property Disclosure Statement (SPDS)

## 5 DAYS AFTER ACCEPTANCE

- Attorney Review Letter

## 10 DAYS AFTER ACCEPTANCE

- Home Inspection Report Confirmation

## 30 DAYS BEFORE CLOSING

- Obtain Copy of Commission Bill

## 10 DAYS BEFORE CLOSING

- Copy of CO or Other Municipal Requirements

## 5 DAYS AFTER CLOSING

- Xpressdocs – "Just Sold" Postcards: SEND OUT

## COMPLETE TRANSACTION

This is an example transaction file timeline of a Pending Sale (Buyer Side) for a REBO client. As part of the REBO Advantage, we will create and map out a unique and custom transaction timeline for all transaction scenarios for your brokerage.

## 1 Day After ACCEPTANCE

- Sales Transaction Input Form: APPROVE
- Deposit Without Data Form
- Mortgage Pre-Qualification or Proof of Funds (Cash)
- Exclusive Buyer Agency Agreement
- Non-Exclusive Buyer Agency Agreement
- Sales Transaction Input Form

## 3 DAYS AFTER ACCEPTANCE

- Deposit Transfer Authorization
- Flood Elevation Certificate
- HMS Home Warranty Plan or Signed Waiver
- Info on Homes in Flood Zone

## 7 DAYS AFTER ACCEPTANCE

- Shared Transaction Info or Referral Information
- Obtain Copy of Buyer's 2nd Deposit
- FHA Amendatory Clause
- Flood Insurance Disclosure Statement
- For Sale By Owner Authorization (IA)
- Protect Your Family - Lead Booklet (pre-1978)

## 30 DAYS AFTER ACCEPTANCE

- Mortgage Commitment Proof of Funds

## 2 DAYS AFTER CLOSING

- Sales Transaction Input Form (Closed – Final Version): APPROVE
- Commission Check Collected & Scanned Copy for File
- Closing Disclosure Statement (Executed)
- Company Resource Center - Action Plan Order Forms
- Xpressdocs – "Just Sold" Postcard Order Form

# THE REBO ADVANTAGE

	dot loop	SKYSLOPE	REBO REAL ESTATE BACK OPS
1. File Creation	✗	✗	✓
2. Open Escrow	✗	✗	✓
3. Compose Opening Emails to All Parties	✗	✗	✓
4. Master Timeline Generation	✓	✓	✓
5. Organize and Present Files for Broker Review	✓	✓	✓
6. Order Disclosures, HOA docs, Inspection Reports, etc.	✗	✗	✓
7. Active Account Management (communicating missing sigs, dates to parties, etc.)	✓	✗	✓
8. Audits to ensure completion, accuracy, and compliance	✗	✓	✓
9. English and Spanish communication abilities	✗	✗	✓
10. Eliminates need for Broker's intervention in overseeing transaction management platform	✗	✗	✓
11. Eliminates need for Broker to hire transaction coordinators or Agents doing own transactions	✗	✗	✓