

Workflow for Files

Main email for files: docs@realohio.com

ACTIVE

- ❖ Give entire file to Corporate (drop off or email to docs@realohio.com)
- ❖ Valerie will fax listing agreement to MLS of Cincy within 3 days of entering (if you enter your own listing, make sure you fax 3 page listing agreement with MLS area and MLS # written on top of each page, to 761-8860)
- ❖ Agent is then responsible for uploading pictures, disclosures and updating showings.com
- ❖ If any documents are missing from file, you will get an email from Valerie stating which docs are missing. Please try to get all missing docs to Valerie with 3 days.

PENDING

- ❖ Fill out **transaction statement** (pink form in the office)
- ❖ Email entire file to docs@realohio.com
- ❖ If any documents are missing from file, you will get an email from Valerie stating which docs are missing. Please try to get all missing docs to Valerie with 3 days.

STATUS CHANGES

- ❖ Fill out Amendment to Listing agreement(drop off or email to docs@realohio.com)
- ❖ Valerie can make changes for you (if you make your own change, make sure you fax addendum to the MLS, 761-8860)
- ❖ Valerie will fax amendment to MLS with 3 days of change

CLOSED

- ❖ Give all closing documents to corporate--HUD, check, and warranty (drop off or email to docs@realohio.com)
- ❖ If there's a warranty check, Valerie will give to Jeremy and Jeremy will process
- ❖ Your commission check will be processed and monies direct deposited into your account within 48 hours of closing