

Listing, Contract, & Buyers Agreement Process

1. Create Document in Xcelerate
2. Refer to Contract Checklist – Do you have EVERYTHING?
3. Repeat – have you uploaded the ENTIRE package?
4. Create Authentisign/DocuSign – include fredva@LNF.com if manager signature is needed so that manager can sign at the same time client signs.
5. Client signs & manager signs
6. Manager gets completed copy when all parties have signed & manager forwards to staff for processing
7. If no manager signatures needed agent forwards all documents to frbcontracts@LNF.com
8. frbcontracts@LNF.com is the only email address that documents should be sent to.

If checklist was used and entire package was sent – you are done!

If not – you are going to start getting emails & chaos and anarchy has been created for staff.

That's. A. BUMMER.

*If you have the client sign and don't include the manager, then the form is locked and manager can't sign electronically.

*You can include forms that do not need signatures – we need the complete package.

*We really need the ENTIRE package at once to reduce chaos & anarchy.

