



1. Upload all documents to the file such as RE21, any counters / addendums
2. Submit for review (See above photo)
3. Once you submit for review, transaction manager will open escrow, by sending the documents needed to Title /Lender.
4. Based on the dates you input on the transaction the following task reminders will automatically be setup for you, to remind you of the following key dates.
 - a. Earnest money due date
 - b. RE10 due date
 - c. Utilities reminder
 - d. Closing reminder
5. In the event anything such as price, or dates change during the transaction, you will need to change them in brokermint.
6. 5 days before closing transaction manager will send the link for utilities to your buyers / sellers with a reminder to change utilities.

*** <https://www.sellyouridaho.com/utility-lists/> ***

REMINDER

1. If you do not submit the needed files, such as RE21 that are needed to open escrow, the initial email will not be sent out.
2. If you enter incorrect dates, or don't update dates in the event they change during the process, reminders will be on wrong days
3. Double checking what you submit will help you tremendously !