

Contract Review

Reviewing contracts can take so much time.

First thing when paperwork is turned in you have to spend some time making sure everything was turned in correctly.

Did a lead based paint addendum get turned in?

Were all of the signatures in the right place?

How about initials?

Was everything filled out that needed to be?
All that takes time.

And then... you have to do it again every time a new addendum or corrected paperwork is turned in.

On top of all that you have to tell the agent about any problems...and he or she will forget so you'll have to tell the agent again and maybe again. What if you could streamline the process? What if the process could be simplified to the point that an assistant could do it?

We have spent years developing a system that will do just that!

The contract review system in Broker Office Solutions will save you time.

Once your system is completely set up reviewing a contract is as simple as reading through a list of questions. Any problems you find are saved to the database and available for review at the click of a mouse. Follow up review is quick and painless, just change problem items to "ok". Email notification to agents is just one click, and an itemized list of problem items is available through Agent Access.