

USE **SNYDER STRATEGY Pocket folder** for extra documents and give to Clients
Place anything else in pocket folder to increase your business. Place ten business cards for future referrals. If applicable print invoice of home warranty and a brochure and give to the seller and or buyer, whoever is supposed to receive it

Purchase gift for your seller and or buyer: gift cards etc.

Call your seller/buyer to bring their driver's license

Send client(s) all contracts via email 24 hours prior to closing.

Create a zip folder to send (copy yourself to have access to all contracts at closing)

Request title company send all closing documents via to your email, so it is easier to upload to Zip Forms

Request title company to wire commission funds directly to SNYDER STRATEGY commission bank account

Print Sellers Residential R.E. Disclosure and have seller sign at closing

Recruit the Agent & Receive Recruiting Bonus Income

Earnest Money Deposit

ALWAYS Have the title company or the other brokerage firm hold the earnest money.

Closing Procedure

Request title co. to send pdf closing docs via email
Saves scanning time

Commission Deposit & Admin. Fee

Wiring of Funds, should ALWAYS be the first option
\$300 Admin. Fee (**MANDATORY**) Charged to seller or buyer
If agent does not charge Admin. Fee, SNYDER STRATEGY reserves the right to charge agent \$100



If you have to deposit the commission check

Key Bank account # 1496 0101 1393
account name: *SNYDER STRATEGY* Realty, Inc.

NOTIFY AT CLOSING to get paid ACCURATELY & TIMELY

Please notify: Main HQ at end of your closing, notification must be immediate

Via email: MainHQ@SnyderStrategy.net

Include: Name of address, Amount of EXACT Deposit,
Earnest Money being held

Represented: Seller or Buyer or represented both sides (me & me deal)

For Example:

9128 Fireside Dr.

\$9,000 commission + \$300 Admin. Fee = \$9,300 total commission deposited

Earnest money held by title co.

Represented Seller & Buyer, me & me deal

25% Referral fee to agent (if applicable)

SNYDER STRATEGY

— REAL ESTATE —

Commission Proceeds of ***SNYDER STRATEGY*** Agents are to be wired to our corporate account:

I, Jesse Snyder, CEO of ***SNYDER STRATEGY*** Realty, Inc hereby authorize the wiring of commission proceeds to be wired to the following account.

Bank: Key Bank

ABA/Routing #: 041 001 039

Account#: 1496 0101 1393

Additional Info: account name > ***SNYDER STRATEGY*** Realty, Inc.

Please retain this on record for all future wiring of commission proceeds for all ***SNYDER STRATEGY*** Agents.

Respectfully,



Jesse Snyder, CEO
(317) 445-7346
SNYDER STRATEGY Realty, Inc.
8888 Keystone Crossing, Suite 1300
Indianapolis, IN 46240

