

The 15 Contract-to-Close Tasks You Should Never Do Manually Again

A checklist for realtors who want their weekends back

The average agent spends 30 hours on admin for every 10 hours selling.

DEADLINE & COMPLIANCE

- [X] **Contingency deadlines** - Auto-reminders to all parties 72/48/24 hrs before
- [X] **Inspection reminders** - Automated nudges for scheduling within window
- [X] **Financing alerts** - Loan app, appraisal, clear-to-close checkpoints

Time saved: 4+ hours per transaction

DOCUMENT COLLECTION

- [X] **Signature sequences** - Auto-send, auto-remind, auto-escalate until signed
- [X] **Document checklists** - Itemized requests with completion tracking
- [X] **Disclosure delivery** - Timestamped proof of delivery

Time saved: 5+ hours per transaction

CLIENT COMMUNICATION

- [X] **Weekly updates** - Scheduled summaries so clients never ask "what now?"
- [X] **Milestone alerts** - Instant notifications when key events complete
- [X] **Multi-party sync** - Keep lender, title, attorneys aligned automatically

Time saved: 3+ hours per transaction

CLOSING COORDINATION

- [X] **Walkthrough scheduling** - Auto-propose times, confirm, remind
- [X] **Closing appointments** - Sync all parties to title company calendar
- [X] **Closing day prep** - What to bring, where to go, what to expect

Time saved: 2+ hours per transaction

POST-CLOSE FOLLOW-UP

- [X] **Review requests** - Perfectly timed asks for Google/Zillow reviews
- [X] **Referral nurturing** - Stay top-of-mind without manual follow-up
- [X] **Anniversary reminders** - Home-iversary, market updates, check-ins

Time saved: 2+ hours per transaction

TOTAL TIME SAVED: 16+ HOURS PER TRANSACTION

At 25 transactions/year, that's 400+ hours back - time you could spend on prospecting, family, or just not working weekends.

Ready to stop babysitting closings?

Reply to this message for a free 15-minute strategy call.