

# 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.