

SELLERS RESALE

***AGENTS, please abstain from making declarations/promises to clients regarding Capital Gains liability before consulting with Admin/Closing team/Closing coordinator /Notary about documents needed.**

***AGENTS provide property information form (property information) to Admin – listing package - D:\SynologyDrive\3 Listing Package.**

***AGENTS verify rental status at property – How are they managing rentals?**

*** AGENTS confirm Sellers have original deed (request foto as confirmation),**

Admin:

- Create Digital and Physical Files,
- Confirm that the sellers have the CFDI (PDF and XML),
- Request personal documentation (IDs, marriage certificate, proofs of address, resident card),
- Available to receive clients at HZ office to scan documents,
- Request Capital Gain Tax Estimate calculation,

Exemption only requested with all the documents provided.

- Create Listing Agreement and get it executed – see the requirement at DEAR SELLER form - **D:\SynologyDrive\3 Listing Package,**
- Provide Link to agent with FLEX Required documents to give to Marcela at FLEX (adminmls2@vallartanayaritmls.com) and Patty at MLS (patty@mlsvallarta.com),
- Gather Due Diligence Documents from HOA asap – agentes assist with obtaining the condominium documents,
- Photographic Inventory Document if needed - **Agent provides photos,**
- Coordinate Inspection Visit with Sellers/ Renters upon offer – agent goes to the inspection,
- Receive Escrow Contract from buyers and get it executed,
- Once Escrow agent confirms receipt of 10% deposit, file is passed to **the closing team (LUZ & SANTIAGO),**
- Sales Report.

Duties NOT included:

- Requesting BW Property Profile and Upload to BW sites (Agent's responsibility),
- FLEX listing uploads,
- CMAs,
- Physical visits to property (photos, inspections, repairs, and showings),
- Coordinating showings,
- Contract Writing (OTPS, Counters & Addendums),
- Post Closing Concierge/Customer Care,
- CFE Finiquito payment at office or other services,
- help sellers understand implications of domestic labor and administrators.

