



# Specialty Office Services, Inc.

Ann Pleafra Markley

Licensed Realtor since 1987 · Owner of SOS since 1990

**Conveyancing  
Services**  
*120,000+ Files  
Conveyed!*

PO Box 3371 · Maple Glen · PA · 19002 · Phone: 215-283-0304 · Fax: 215-283-0305

**Best way to reach us quickly:**

**Teamsos@sosconveyancing.com**

**B**rokers, Realtors and title companies find our services to be a tremendous benefit! We are reducing their liability, increasing their efficiency and allowing them to redirect their resources onto more profitable tasks.

## How do I get started?

There's no contract or commitments. The only things we need from you is the order form and the agreement sale. Please advise how you want to handle any certification that requires a prepayment of a fee. Some clients give us blank checks to use and get reimbursed at closing, some put a deposit down with us so we have their money to write cert fees against and some have the sellers write the required checks for certifications.

## How Do We Work?

Complete and email the SOS order form along with the first four (4) pages of the Agreement of Sale. Send us an email at [teamsos@sosconveyancing.com](mailto:teamsos@sosconveyancing.com). and we'll ALWAYS confirm back receipt of the order. **PLEASE watch for that!** We then enter your file information into our custom software system. Then, communications begin with clients, municipal authorities and other necessary entities.

## How Does SOS Get Paid?

Our preference is to be paid on the Alta/HUD. However, we can accommodate what works best for you. We just look to be paid within 5-7 days of settlement.

## How Will I Know How Things Are Going With My File?

You'll generally only hear from us when we feel there is a potential liability and your input is needed. Otherwise, expect to see an email of your settlement file a week before closing. You'll be kept informed of any communications we have with your client for any out of the ordinary need or any need we think might be personal to the client. Please e-mail us should you need peace of mind as to the status of a particular file.

**Benefits of Outsourcing.** Ann has been a Realtor since the 1980's and Specialty Office Services, Inc. (SOS) has been in business since 1990. Ann's experience gives us an advantage when it comes to problem solving. While we are still presented with new situations regularly, our established relationships help us to get your deals to the settlement table with the least amount of inconvenience to you and your buyers and/or sellers.



# Pricing:

**Buyer files: \$150    Seller files: \$275**

- ✓ Files with less than 14 calendar days' notice until closing: Add \$50.00
- ✓ Files with less than 7 calendar days until closing: Add \$100.00
- ✓ **Dead Deal Policy:** We've always had a dead deal fee of \$35 for files started but not completed. We've tried to avoid charging it but upon review of our lost revenue on dead deals in both 2017 and again in 2018 we find it necessary to enforce this fee. Files which are completed (closing package delivered to you) require our full fee to be paid. However, we will update the file for a subsequent sale with just a small update fee. That fee will depend on what has to be done but will never be more than an additional \$75 for the second file.



## Here's What We Do For Seller Files

\$275.00

- Send your seller a letter letting them know SOS has been hired to make their settlement a smooth experience. Send them a form to return to us with the necessary authorizations. Send a checklist to the sellers with things they need to remember to do in order to prepare for settlement (i.e., payoff info, water company name, deed info., etc.).
- Advise the co-op agent that we're involved and ask them to give us the lender and title info.
- Order the U and O, as applicable. (some have to go to seller first for signature). Seller calls to schedule -we will facilitate the process but do not meet the inspectors. (We order Land I's for Philadelphia).
- Order the 3407 or 5407. It will be delivered right to you to expedite, but we ask that you email us a copy.
- Prepare a title clerk information/reimbursement sheet.
- Order tax, trash, water and sewer (electric as applicable) certs and finals.
- Order seller's loan payoff(s).
- Clear the title and address any concerns. Confirm letters of indemnification when required.
- Order your escrow check through your bookkeeper.
- Obtain a status letter from the community management office, as applicable. Send package to title company in advance.
- Send full package to the agent.
- Assist with deed packages, as applicable.
- Remain available for your questions throughout the process.

## Here's What We Do For Buyer Files

\$150.00

- Send your buyer a letter letting them know we have been hired to make their settlement a smooth experience.
- Send the buyer a checklist of items to do before closing including a list of the utility companies for their new home.
- Advise the co-op agent that we're involved and give them the lender and title information so that they can keep the seller's end of the file moving forward. Provide lender with the title information for their records.
- Prepare a title clerk information/reimbursement sheet.
- Order and review the title and address any concerns.
- Contact you for the details of when you'd like to have settlement so that we may do your notices.
- Fax package to title company in advance. Send full package to the agent
- Remain available for your questions throughout the process.

