



## ACCESSIBLE INFORMATION FOR YOUR STAFF & CLIENTS

Not surprisingly, real estate organizations generate an excess of paper and are always faced with the challenge of managing the volumes of documentation necessary to see a seller through to closing. Beyond that, multiple information repositories, lost folders, and decentralized business processes can result in deficiencies in reconciling discrepancies and customer service response times.

### **From award of listing, to completion of sale, the need to manage a variety of documents is of utmost importance.**

Documents such as listing agreements, MLS documents, sellers disclosures, and many others need to be archived and readily accessible so agents and other organization staff can access them within a moment's notice.

**DIGITAL TECHNOLOGY INC., (DTI)** provides an online system that allows the Broker/Agent to easily convert paper documents into digital online images in PDF format. DTI allows secured documents to be easily accessed online from anywhere, enabling the Broker to provide access to agents and their clients based upon secured login rights. DTI provides convenient access to documents during the transaction as well as after closing.

### **The benefits to digitizing your documents are numerous:**

- Ability to create new streams of broker income
- Elimination of the cost and need to store paper files
- Ability to utilize that available space for more agents, which in turn can create more revenues
- Web-based system provides extensive flexibility to index, locate and deliver any document to any PC on demand
- Unlimited users - No more having to pay for multiple users to access your own documents!

- Access information more easily
- Ability to easily perform internal audits through secured access to information
- Gain greater control of information throughout the listing & closing cycle

### **What documents are stored? All transaction and closing documents pertinent to your transaction:**

- Listing Contract, Purchase Agreement, Counter-offer(s), Addendums, Amendments, Sellers Residential Disclosure, MLS Sheet, Inspection Reports and Responses, Survey, Title Commitment, Deed and Affidavit, HUD Statement, Home Warranty Information, Repair Receipts, Mortgage Documents, Mortgage Riders, Mortgage Payoff Statement and more.

Our secured user login determines which user (seller/buyer/agent/broker) gets to view what document types, as well as the functions they will be able to perform. Such as, buyers & sellers get to view only the documents pertaining to their transaction, and brokers/agents get to scan, upload, index, search, and view all of the documents involved in the transaction.

Recognizing that return on investment is an important factor in any decision, we can lower your total cost of ownership while offering a solution that will provide the most dependable, mission-critical technology for your construction information and service needs.

By choosing DTI, you will find an organization and product that are committed to providing high-quality service and product customer with integrity first.