# Email Agents Expiring and Closing Transaction Reminders

**SUMMARY**
Admins can have Paperless Pipeline automatically email agents 5 days in advance of a listing expiration or closing. This article includes examples of the emails sent when "Email agents expiring and closing transaction reminders" is checked under Admin/Settings.

Example of an expired transactions reminder email:

**Expiring Transaction**

You have a Listing that will expire on **Thursday, Dec. 24, 2015**. Please click the transaction's name below to review it for incomplete documents and possible listing date extensions. And remember to submit any missing documentation.

Transaction: 123 Demo Lane - PRIVATE (Listing) (Residential)

**Incomplete Tasks**

**#3. Required Listing Documents Residential**
• Exclusive Right to Sell Listing Agreement
• HOA
• Seller's Property Disclosure
• Notice to Prospective Buyer
• Lead based paint (if applicable)
• Named Exclusions Addendum to List Agreement
• Seller's Authorization to Advertise
• Keybox Authorization by Tenant

**#1 Closing Checklist - Residential Property**
• Warranty or waiver
• Inspection notice or waiver
• Occupancy disclosure
• Lead based paint addendum (if applicable)
• MLS - Enter transaction as Pending in MLS
• Earnest $ deposit
• Earnest $ - matches amount in contract?
• Upload copy of Earnest $ deposit to transaction
• Upload copy of deposit slip to transaction
• Send Title / Escrow a copy of closing sheet
• Check for any referral fees that need to be paid

Example of a closing transactions reminder email:

## Closing Transaction

You have a transaction that is scheduled to close on **Thursday, July 30, 2015**. Please click the transaction's name below to review it for incomplete documents and possible closing date changes. And remember to submit any missing documentation before closing.

Transaction: [123 Main Street (Commercial sale)](#)

*If you have recently submitted documents or otherwise fulfilled the tasks that are still listed below as incomplete, it means the admin has not reviewed those docs and tasks yet. You do not need to take further action on the tasks below that you've already completed.*

### Incomplete Tasks

**Sale checklist**
- Purchase contract
- Seller's Property Disclosure
- Notice to Prospective Buyer
- Named Exclusions Addendum to List Agreement
- Lead based paint (if applicable)
- Seller's Authorization to Advertise
- Keybox Authorization by Tenant

[View this in your browser](#)

Learn more about Viewing Closed, Expired & Canceled transactions here →