



For Real Estate Agents

Can your time be better spent seeing more clients, selling real estate and closing deals instead of being stuck at your desk shuffling documents and doing tons of paperwork? HELP IS HERE! As a Transaction Coordinator, my job will be to relieve you of all the extra paperwork and help you to continue to be successful. I offer a variety of services.

Seller(s) Listing Transaction:

- Enter the listing into Multiple Listing Service (MLS) within 24 hours of signed listing agreement.
- Ensure that the listing has been thoroughly completed.
- Review and proofread all listings for corrections and make corrections as needed.
- Ensure that photos in MLS and all websites are uploaded and represented well.
- Ensure that all price changes are kept up-to-date in MLS.
- Obtain contract, open escrow, obtain file number and request the Escrow Instructions, Commission Instructions and Preliminaries.
- Contact all parties and introduce role in the transaction as Transaction Coordinator once offer is received.
- Provide a completed Seller Disclosure Package and deliver to the buyer's agent and monitor a timely return, as well as ensure that all contract timelines are adhered to.
- Thoroughly review the Purchase Agreement, Counter Offers, and Amendments to ensure that each document is fully executed with proper dates, initials, signatures and broker information.
- Supply the executed Purchase Agreement to all parties involved in the transaction.
- Send copies of any necessary reports to buyer's agent and to escrow.
- Order any requested escrow amendments.



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- Upload all documents, disclosures, and reports into the transaction management service software as each one is received or fully executed throughout the transaction process.
- Ensure that Escrow Company has received all contract documents, also including the termite report, home warranty invoices, commission instructions and any other required documents.
- Track escrow time-frames for receipt of earnest money deposit, delivery and return of escrow packages, and delivery of HOA documents as applicable.
- Make sure that all disclosures and reports have been provided and ensure that all signatures, initials, and dates have been completed.
- Maintain contact with all parties involved for status updates as well as items needing attention or that are outstanding.
- Ensure all appointments are scheduled for (Home Inspection, Termite, Final Walk-through, etc.)
- Prepare Amendment for repairs or any changes to the contract, per agent's request.
- Prepare Commission invoices according to instructions.

Agent Responsibility: Review all information for approval.

For fees and promotions please contact us.