



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. We offer a variety of services.

Buyer(s) Transaction:

- Coordinate Opening Escrow
- Review purchase agreement, counteroffers, all addendums.
- Ensure everything is fully executed with proper dates, initials, signatures, and the broker information is completed.
- Ensure that Escrow Company has received all contract documents also, including the termite report, home warranty invoices, commission instructions and any other required documents.
- Ensure that escrow and option fee has been received and receipted.
- Ensure seller disclosures are provided within contract timelines.
- Ensure buyer is provided a copy of all reports and booklets that are provided and/or required.
- Upload all disclosures, documents, and reports into online transaction management service as they are received or fully executed throughout the transaction.
- Maintain constant contact with all parties involved for status updates as well as items outstanding.
- Request and/or prepare amendment for repairs or any changes to contract, as requested by agent
- Track the escrow time-frames for earnest money deposit and option fee.
- Ensure all appointments are scheduled for (Home Inspection, Termite, Final Walk-through, etc.)
- Keep track of time line for all dates. (Earnest Money, Option Fee, Finance, Repairs, Closing, etc.)
- Prepare Commission invoices according to instructions.

Agent Responsibility: Review all information for approval.

For fees and promotions, please contact us.

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