

SEAMLESS TRANSACTION COORDINATION FROM START TO FINISH

Full-service transaction coordination with multiple packages tailored to help individual agents and teams enhance their business and achieve their goals.

SERVICES OFFERED

1 CONTRACT PREPARATION

Have contract documents prepped and ready to review while you're on the go during business hours.

listing	offer
\$50	\$25

2 LISTING MANAGEMENT

Listing coordination including photo orders, MLS input and changes, and status emails to clients.

\$100

3 CONTRACT TO CLOSE

Expert closing coordination, including file organization, document prep, timeline tracking, and check-ins.

\$350

4 LIST TO CLOSE

Full-service coordination from pre-list to post-close, including contract prep, MLS management, and contract to close.

\$400

5 COMPLIANCE MANAGEMENT

Have your documents cleaned up, and files organized and approved for compliance by your brokerage.

\$100

6 CONSULTING SERVICES

Training for your new admin or VA on real estate processes and transaction coordination systems & best practices.

Contact for details

No onboarding fees or termination fees. No contract to close fee if your contract terminates.



200+ successful closings!

With consistent communication, attention to detail, streamlined systems, and a high level of confidentiality and integrity, my goal is to ensure the success and satisfaction of all parties.



Hanna Techau, Owner & Transaction Coordinator



OVERVIEW OF TASKS

SELLERS

Contract Preparation

- Draft listing documents

Listing Management

- Schedule property cleaning and photos
- Calendar listing date and appointments
- Order listing home warranty
- Input all data, photos, and documents into the MLS
- Set up showings scheduler
- Send pre-listing and listing live emails to clients
- Draft price change documents
- Make changes to the MLS as needed
- Submit and ensure approval of all compliance documents

Contract to Close

- Calendar all dates and deadlines
- Send under contract emails to clients, lender, escrow/attorney, and co-op agent
- Assist with locating abstract
- Send what's next, mail, and utility emails to clients
- Maintain regular contact with all parties for status updates and outstanding items
- Draft forms as needed/ensure HOA form is complete
- Send executed documents to appropriate parties
- Maintain file organization
- Order or convert home warranty
- Send all invoices to be paid at closing to closer
- Confirm release of contingencies
- Request repair invoices from clients and send to co-op agent
- Prepare closing checklist and send to agent
- Send closing confirmation emails to co-op agent and clients
- Submit and ensure approval of all compliance documents
- Send thank you/review request and final check-in/review reminder emails to clients
- Verify title change on assessor's page

BUYERS

Contract Preparation

- Draft offer documents

Contract to Close

- Calendar all dates and deadlines
- Send under contract emails to clients, lender, escrow/attorney, and co-op agent
- Send electronic earnest money request and save payment receipt
- Coordinate and schedule inspections
- Confirm appraisal has been ordered
- Send what's next, mail, and utility emails to clients
- Maintain regular contact with all parties for status updates and outstanding items
- Draft forms as needed
- Send executed documents to appropriate parties
- Maintain file organization
- Send all invoices to be paid at closing to closer
- Confirm release of contingencies
- Request repair invoices from co-op agent and send to clients
- Prepare closing checklist and send to agent
- Send closing confirmation emails to co-op agent and clients
- Submit and ensure approval of all compliance documents
- Send thank you/review request and final check-in/review reminder emails to clients
- Add FSBO or outside-MLS sale to primary MLS
- Verify accuracy of sold information on the MLS
- Verify title change on assessor's page
- Send tax credit/exemption application email to clients

Want to be the first to know about promotions, discounts, industry news, and more?

Visit the *Contact* page of my website to join my email list!

