

Agent	Clear to Coordinate
Showing Property to Buyer clients	Ensure all contract documents are complete and compliant
Listing Appointments with Seller clients	Open escrow and coordinate earnest money and due diligence deposits
Negotiations with Co-Op Agents	Managing all timelines and deadlines
Attend Inspections, <i>if applicable</i>	Schedule inspections, coordinate appraisals, and closing
Attend Closings, <i>if applicable</i>	Communicate consistently with all parties to keep transactions on track
	Verify contingencies are met and documents are signed on time
	Schedule photography, input listings into MLS, update listing status
	Provide proactive updates to agents, clients, attorneys, and lenders
	Create social media content for Just Listed, Under Contract, and Just Sold!
	Handle compliance checks and broker requirements
	Organize and store transaction records for future reference.