



Julie Soe Nyun, Owner
Simplify Real Estate Services
Transaction Coordinator

503-545-9369

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www.simplifyres.com

**Call or e-mail me to
get started today!**

Scan here for more info



About me:

Some of you might know me as Mike Agee's Assistant. I've had the privilege of working with Mike for 18 years. I obtained my Real Estate license in 1993 right after graduating college and I have been working in this industry ever since. After much consideration, encouragement from my husband and with the blessing of my boss, I have started my own business offering Transaction Coordination Services.

I know how this industry works. I understand Real Estate and all of the paperwork and processes involved. And, I know I can "simplify" your business so that you can focus on getting more sales without having to worry about paperwork, compliance, due dates & deadlines.

My goal is to offer you peace of mind, the freedom of time and the ability to scale your business. I want to help you reach and exceed your goals by handling the majority of the paperwork and follow up so that you can focus your efforts on selling homes and growing your business.

Why do you need a Transaction Coordinator?

Did you know, on average, a single transaction demands 19 hours of your time? You didn't become a Realtor to be buried in paperwork! Why not delegate the paperwork and intricacies to someone well-versed in the process and familiar with the complexities of Real Estate? Provide your clients with a "concierge" experience by entrusting us with your paperwork requirements, enabling you to focus on what you're passionate about. Imagine using the time saved to secure additional listings and sales or to enjoy more quality time with your family.



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Contract to Close Services

- Upon receiving a fully executed contract from the Agent, we will initiate the escrow process and establish communication with all involved parties, including the Co-op Agent, Lender, and Escrow. A Transaction Summary Sheet containing crucial dates, details, and contact information will be distributed. Earnest money instructions will be provided to Buyer clients.
- Documents will be uploaded into your Brokerage compliance system, with continuous monitoring for updates throughout the transaction.
- We will diligently track important contingency dates.
- Non-repair-related addenda, such as closing extensions, inspection period extensions, seller concessions, etc., will be drafted and sent for signatures as per the agent's request. Repair Addendums can be drafted -agent to provide the verbiage to be included.
- We will maintain ongoing communication and follow-up with all parties to ensure a smooth progression of the transaction. If applicable per your Brokerage, we will prepare and send your commission demand.

Fee: \$395 to be paid at closing

Pre-Listing Services

- We can prepare listing contract & all documents & disclosures for listing and electronically get signatures from Seller (Agent's preference).
- Compose and dispatch listing addenda for signatures upon request from the agent. This encompasses changes in price, extensions, expirations, and more.
- Throughout the process, upload all documents to your compliance system and ensure the file is fully completed.

Fee: \$100 to be paid at time of service.

File Audit & Broker Compliance:

Need help gathering all the documents & disclosures for your Broker's Compliance?

Fee: \$150 to be paid at time of service

Other Services :

- Set up templates in Zipforms or Skyslope. Fee: \$75/hr
- Update your bios & photos on your company website/Realtor.com/Zillow.com and your social media accounts. Fee: \$75/hr
- Create property flyer. Fee: \$50
- Create property postcard (Bear Printing). Fee: \$50 (does not include printing fee)

*Prices and/or services may be subject to change.