



Our Services

At RealTime Transaction Coordinators, we are committed to exceeding your expectations. **Every. Single. Interaction.** We'll give you time back in your day to focus on what you do best, working with buyers and sellers!

Purchase Transactions.....\$400
Listing Transactions.....\$400
Dual Transactions.....\$550

Contract to Close

- Securely obtain and review all contracts, addenda, disclosures, and any additional paperwork to ensure accuracy and proper execution
- Obtain and review missing paperwork
- Provide outstanding communication and best-in-class service to every party involved in the transaction
- Ensure all contract requirements and deadlines are completed on time. Closely monitor all contingency periods for contractual compliance for the parties involved and keep parties on task
- Open Title work - we will introduce ourselves as your TC and confirm transaction timeline to all parties involved (via phone call, text, and email). We will order title and ensure timely delivery
- Ensure delivery of earnest money deposit
- Send inspection notices and copies of all inspections and reports to buyer's agent
- Verify all parties have coordinated appraisal and request loan status updates
- Ensure escrow is in receipt of all invoices and credits
- Fulfill lender requests for fully executed documents necessary for their file
- Send regular transaction status emails and advise agent of pending deadlines
- Initiate all calendar invites for all key dates and appointments
- Coordinate Home Warranty orders
- Follow up on completion of any required repairs. Collect paid invoices and final lien waivers
- Assist customers with set-up/transfer/disconnection of utilities
- Complete Commission Disbursement Authorization (if applicable)
- Obtain and review closing statements
- Schedule Final walkthrough and closing appointments
- Submit all necessary documentation for broker file compliance
- Will order a closing gift for your client per your request

If you ever wondered what concierge service is like...

RealTime TC is it!

It's what WE do best!

We will always pick up the phone and call!

We will also send an email and a text!

So, you can use your time for YOUR clients, YOUR family and whatever else is important to YOU!