

Transaction Coordinator services:

*** I can help in writing offers while you're on the go - There's no charge to write one or 20, just when that client gets an accepted offer you use me as Transaction Coordinator.*

Some agents use us consistently on every deal, some when they feel they need the assistance. We charge a per transaction fee that can be billed privately and payable by check, Paypal, Venmo or Zelle. **If a transaction does not close, no payment due.**

We handle every task from pending to closing. We do not negotiate anything such as post inspection unless there was a time you might ask us to (in your absence, arranged ahead of time). We also cover agents while they're out of town, sick, etc by showing properties, at no fee unless we write an offer that has to be presented in your absence, then we step aside and become the Transaction Coordinator for the deal.

We do also offer to coordinate on listings and continue when it goes pending - no additional cost. I can thus be sure all the marketing is coordinated from pre-listing to being live on MLS, and give updates and feedback to Seller. We also maintain the broker/agent's website and social media outlets with regular postings.

We have checklists we can review and add any additional tasks you routinely do. We put all deadlines on a shared Google calendar so you are notified in time of upcoming contingencies. We are well versed in Skyslope, Dotloop and DocuSign so I am comfortable using any system you prefer as your/your broker's transaction management platform.

Being licensed gives you the peace of mind that we understand your role and responsibilities in a transaction and can communicate with clients legally and professionally (as requested); you can always refer to me as your assistant.

The per transaction fee is \$300. If you would like to discuss something more along the lines of an hourly rate, let us know.