



WESTBOUND TRANSACTION SERVICES, LLC

Virtual Transaction Coordination Services for Oregon Real Estate Brokers.

[WESTBOUNDTRANSACTIONS.COM](https://westboundtransactions.com)



Jesse Ellis Rogers

Transaction Coordinator, Owner



EXPERIENCE

Transaction Assistant

- 2016-2018
- Worked for one of the top individual brokers in Lane County while attending the University of Oregon.

Licensed Assistant/Buyer's Agent

- 2018-2020
- Obtained broker's license in 2018 and expanded role on team.

Transaction Manager/Executive Assistant

- 2020-2021
- Joined one of the Portland region's top producing teams with eXp Realty.

Freelance TC, Owner of Westbound Transaction Services.

- 2021-Present
- Service on average 4-6 agents at one time and manage 10-20 closings per month.

EDUCATION & SKILLS

- Bachelors of Science in Economics, Minor In Business Administration. University of Oregon,
- Oregon Real Estate Broker's License #201227601.
- 800+ Closed Transactions and 300+ Listings.
- Extensive experience working with Skyslope, Zipforms, DocuSign, DigiSign, RMLS, WVMLS, FlexMLS, and specific eXp Realty brokerage requirements.

CONTACT INFO

✉ Jesse@WestboundTransactions.com

☎ 971-328-1664

🌐 www.WestboundTransactions.com

🕒 Available Monday-Friday, 9am-5pm

Full Transaction Coordination Service: \$350 per file

- Assist broker and client(s) with documents, timelines, and administrative tasks from a contract acceptance until closing/possession.
- Forward accepted contract to Title to open escrow, and to the lender to begin their process.
- Create SkySlope file and input transaction data.
- Send introduction email to clients with key details, dates, and a link to a Google Drive folder with their sale documents, which is updated throughout the sale.
- Add pertinent dates to calendar events and share them with agent.
- Schedule inspections and assist with repair addenda.
- Present, prepare, DocuSign/DigiSign, and submit any paperwork to all parties as needed.
- Keep clients and co-ops up to date on deadlines, terms, and pertinent information.
- Submit paperwork electronically to brokerage through SkySlope and frequently check files for missing forms and tasks.
- Verify and initiate commission demands from processing department.
- Review the estimated settlement statement for accuracy, forward invoices to escrow, and help schedule signings.
- Keep everyone updated on closing and ensure the file is submitted and commissions processed as soon as possible after recording.
- Optional - Just Listed/Pending/Just Sold social media graphics.

*Paid through escrow at closing. No surcharge for dual agency, and no charge for terminated transactions.

Limited Transaction Coordination Service: \$200 per file

- Assist broker with document management and compliance requirements from an accepted contract through closing.
- Open escrow, create SkySlope file, and input transaction data.
- Present, prepare, DocuSign/DigiSign, and submit any paperwork to all parties as needed throughout transaction.
- Turn in paperwork electronically to brokerage through SkySlope, and frequently check files for missing forms.
- Upload commission information and submit commission demand requests to processing department.
- Collect final disbursement documents after recording and close out file.

*Paid through escrow at closing. No surcharge for dual agency, and no charge for cancelled transactions. In a limited role, I do not communicate with clients, co-ops, lenders, inspectors, appraisers, or 3rd parties of the like unless it is the transmission of documents. This is an option for agents to maintain control of communication and can keep up with deadlines, but would just assistance with organizing and submitting paperwork.

Full Listing Coordination Service: \$125 per listing

- After receiving a signed listing contract, email listing introduction to sellers requesting pertinent details about their property.
- Create SkySlope file for listing.
- Schedule photography with agent's photographer of choice.
- Prepare MLS listing by inputting listing photography, property information, and curated verbiage.
- Send final listing draft and data input form for agent and seller approval.
- Update MLS listing to Active, Pending, Withdrawn, or Sold as needed.
- Present final Active MLS link to seller, adjust as needed.
- Send all required Disclosure and Advisory forms for seller's completion.
- Create, send, and file listing contract addenda as needed.
- Send the highest and best offer to sellers for their electronic signatures and acceptance. Assist with counter offers and backup offers (if within hours of availability).
- Optional - Just Listed/Pending/Just Sold social media graphics, and custom detailed listing flyers.

*Billed through PayPal. Invoices are sent after a listing is switched to Active status. Listing services will continue until the listing is pending or expired.

Limited Listing Coordination Service: \$75 per listing

- After receiving a signed listing contract, create SkySlope file and input listing data.
- Prepare MLS listing by inputting listing photography, property information, and curated verbiage.
- Update MLS listing to Active, Pending, Withdrawn, or Sold.
- Present final Active MLS link to seller, adjust as needed.
- Send all required Disclosure and Advisory forms for seller's completion.
- Create, send, and file listing contract addenda as needed.

*Billed through PayPal. Invoices are sent after a listing is switched to Active status. Listing services will continue until the listing is pending or expired.

*In a limited role, I only assist with MLS listing entries and the required listing paperwork. I do not communicate with photographers, inspectors, or the sellers unless it is the distribution of paperwork. This is an option for agents who want to maintain control of their marketing and communication, but would like extra assistance with gathering and uploading data and listing paperwork.

Committed to Collaboration

Communication - My job is to make your job easier. For my full service transaction coordination, I have customizable email templates for introductions, timelines, and weekly updates so that your clients have a basic understanding of the transactional process and stay in the know without always having to ask you. Whether it is instructions on how to deposit their earnest money, what a Wire Fraud Advisory is, or what the status of the appraisal is, I have those basic questions and standard forms covered for you so that you can focus on negotiations and getting each deal to the finish line.

Experience - I have worked in residential real estate for 8 years and have facilitated hundreds of transactions throughout Portland, Eugene, Salem, and surrounding areas. I have a thorough understanding of the listing and transaction processes, and I am available for not only your client's questions, but your questions as well.

Professionalism - buying or selling a home is the most significant financial investment that the average American can make, and there is no ignoring the fact that it can get stressful. My experience and background in business development, coaching, and competing in a continuously shifting market over the past decade have shaped me to become a knowledgeable and neutral facilitator. Your business, and its good-standing, is my priority.

GET IN TOUCH!



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