



# WESTBOUND TRANSACTION SERVICES, LLC

Virtual Transaction Coordination Services for Oregon Real Estate Brokers.

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





# Jesse Ellis Rogers

Transaction Coordinator, Owner



I was born and raised in one of the most competitive and prosperous real estate markets in the world. Exposure to a big-city market created a lifelong interest for me in real estate, which I took with me to college here in Oregon. At the age of 19, I began working for one of the top individual residential real estate brokers in Lane County as a transaction assistant while attending school, and after receiving my B.S. in Economics from the University of Oregon in 2018, I obtained my broker's license and expanded my position to a licensed transaction coordinator as well as a buyer's agent. My husband and I relocated to the Portland Metro area in February of 2020, where I joined one of the area's top producing teams as a Transaction Manager and Executive Assistant.

After many months working remotely during 2020 and 2021, I decided that it was time for me to branch out and form an independent, virtual coordination service so that I could better utilize the skills I've gained and also work for more agents within the region. Another reason I decided to start my own service is that my husband and I decided that we wanted to convert a school bus to a camper and travel indefinitely across this beautiful state and country. Being a virtual transaction coordinator means that I can continue working in the field that I love and support my family, all from anywhere with cellphone service.

## EXPERIENCE

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### 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

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- Bachelors of Science in Economics, University of Oregon, 2018.
- Oregon Real Estate Broker's License #201227601.
- 500+ Closed Transactions and 300+ Listings.
- Extensive experience working with Skyslope, Zipforms, DocuSign, DigiSign, RMLS, WVMLS, FlexMLS, and specific eXp Realty brokerage requirements.

## CONTACT INFO

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# 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.

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# 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 an agent who likes to maintain control of communication and can keep up with deadlines, but would just like a hand 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.

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## 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 inputting data and photographs into the MLS system.







# 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 all parties receive standard updates without having to always ask their agent. Whether it is instructions on how to deposit their earnest money, what a FIRPTA Advisory is, or what the status of the appraisal is, I have those basic questions covered for you so you can focus on negotiations.

**Experience** - I've worked in real estate for 6+ 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 can bring a ton of stress onto your clients. My background in business development, athletics, coaching, and competing in this crazy shifting market 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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