Streamline Your Business with Expert
Transaction Coordination

ON TRACK TRANSACTIONS

WE SAVE YOU TIME - We manage your administrative tasks and paperwork so you can spend more time doing activities to grow your business.

What We Offer:

✓ **Seamless Transaction Coordination:** From contract to close, we handle all the paperwork and deadlines with precision.

✓ **Quarterly Reports:** Receive a detailed report of all your closed files with key metrics to keep your records organized and accessible.

✓ **Social Media Highlights:** Every new listing and under-contract property gets a professionally designed post featured on our Instagram, boosting your visibility and brand.

✓ **Personalized Support:** We act as an extension of your team, offering top-notch service to you and your clients.
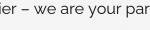
QUARTERLY REPORTS

MOBILE APP ACCESS

CONTINGENCY CALENDAR

DOCUMENT STORAGE

We leverage cutting-edge tools and systems to ensure your transaction is seamless and hassle-free. By taking care of administrative tasks, we empower you to focus on growing your business and enjoy more freedom. Put simply, our mission is to make your life easier – we are your partners in success.

Mutual to Close

- Open Escrow
- Addenda Assistance
- Office File Management
- Compliance Review
- Timeline Tracking & Reminders
- Weekly Updates to Buyer | Seller
- Milestone Updates to All Parties
- Home Warranty Order
- Signature Tracking & Follow Up
- Prepare | Order CDA
- Delivery of Documents Accordingly
- Settlement Statement Review
- Final Buyer/Seller Settlement Delivery
- And More!

List to Close

- Order Preliminary Title
- Create & Maintain Office File
- Prepare Listing Paperwork
- Input into MLS
- Order Sign Up | Down
- Welcome Email to Seller
- Timeline Update to Seller
- Upload Photos & Supps
- Setup Showing Time
- Add Initial Open Houses
- MLS Status Updated
- Price Revisions As Needed
- Assign Keybox
- Turn Live w/in Provided Time Range
- Agent to Provide Listing Remarks

ON TRACK Transactions
TRANSACTION COORDINATORS

Let's Connect!

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SCAN ME