

Transaction Coordination Single Side \$399

Transaction Coordination Dual Agency \$700

Listing Coordinator MLS \$150

Flash Drive or Hardcopies for completed files \$ 25

Duties include: Open escrows upon receipt of binding contract.

Collect all required information for Escrow and Title manage contract deadlines and contingency releases.

Execute all contract addenda. Upload files to brokers' transaction management system.

Audit files for compliance.

Order NHD Scheduling of inspections, staging, repairs and showings.

Deliver all documents.

Communicate with client, title, lender and appraiser .

Confirm title and loan commitments. Send closing instruction terms.

Review settlement statement Verify funds to close

Listing Coordinator

Input into MLS with photos and virtual tours.

Order NHD report.

Enter listing into brokers' transaction management system

Upload any marketing information

