

# Transaction Coordinator Services

Listing Services



Listing Contract to Close



Buyer Contract to Close



Dual Agency



[www.facebook.com/VentreTransactionCoordinator](https://www.facebook.com/VentreTransactionCoordinator)



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HEY  
THERE!



I just want to say thank you for considering me for your transaction coordinator needs. I have been a transaction coordinator for 2+ years, an agent for 5+ years, and have successfully navigated many real estate transactions. What sets me apart is that I will make sure to treat each transaction like it is my own. You and your clients are my number one priority! My goal is to assist you throughout the entire process and make the transaction as smooth as possible.



## AGENT RESPONSIBILITIES

In addition to my tasks, there are a few things you will be responsible for:

- Keep constant communication with your client and co-operating agent.
- Obtain quotes from vendors if needed.
- Negotiate all repairs. I will write up the repair request and send for signatures.
- Handle appraisals, terminations, and negotiations with agent/your client.
- Advise clients on contractual obligations/major decisions.
- Review Settlement Statement (HUD) for accuracy.
- Provide pictures and written remarks for listings.

# LISTING SERVICES



- Obtain Signatures on Listing Agreement, Disclosures, etc. as Needed
- Send Copies of Paperwork to Clients
- Obtain the Warranty Deed / Legal Description
- Add Client Contact Information into Command
- Input into FMLS & GAMLS
- Add Disclosures into FMLS, GAMLS, & ShowingTime
- Assign Lockbox in Supra & Edit ShowingTime Instructions.
- Order Home Warranty if Needed.
- Call HOA to Confirm Dues/Assessments & Obtain Docs if Possible.
- Check Zillow, Trulia & Realtor.com for Accuracy
- Send Clients Marketing Report with Links to All Websites where Home is Listed
- Retrieve All Documents Needed for Broker's Office for File Compliance & Upload into Command

Agent is to provide pictures and written remarks for listing.

INVESTMENT:

**\$100**

# LISTING CONTRACT TO CLOSE



- Obtain Missing Signatures on Purchase & Sale and Disclosures as Needed
- Email Executed Paperwork to Client, Co-op Agent, Lender, and Attorney
- Constant Communication with Buyer's Agent & Attorney
- Change Listing to Pending in FMLS & GMLS
- Coordinate Delivery of EM Check & Obtain a Copy
- Keep Agent Up to Date on Important Dates
- Retrieve Documents Needed for Broker's Office for File Compliance & Upload
- Complete Commission/Offer Tab in Command
- Ensure Seller Information Sheet is Completed & Sent to Attorney
- Draft/Send Repair Request & Amendments to the Contract to Clients for Electronic Signatures and ensure Attorney/Lender/Co-op Agent receives Executed Copies
- Order Home Warranty where Applicable & Send Invoice to Attorney's Office
- Collect Repair Receipts/Invoices from Clients and Send to Buyer's Agent
- Send Utility Information to Buyer's Agent
- Review Closing Disclosure/HUD (agent must do final approval)
- Confirm Final Walk-Through
- Confirm Funds are at Attorney's Office
- Ensure Signed Commission Agreement & Send to Attorney
- Submit Command Opportunity, Obtain DA, and Send to Attorney's Office
- Change Listing to Sold in FMLS & GMLS
- Update Client Information into Command

INVESTMENT:

**\$225**

## NO FEE GUARANTEE

If your contract to close transactions fail to close for any reason, you won't owe me a fee. I only get paid when you do.

BRITTANY VENTRE  
AGENT & TRANSACTION COORDINATOR

# BUYING CONTRACT TO CLOSE



- Obtain Missing Signatures on Offer to Purchase and Disclosures as Needed
  - Coordinate Delivery of EM Check
  - Email Executed Paperwork to Client, Lender & Attorney
  - Constant Communication with Listing Agent, Lender & Attorney
  - Relay Scheduled Inspection Date/Time to All Involved Parties and Obtain CBS Code
  - Add Due Diligence Date, Contingency Dates & Closing to Calendar
  - Send Client Attorney Information Sheet to be Completed
  - Confirm Repair Request Executed Prior to Due Diligence
  - Confirm Appraisal is Completed Before Contingency Date
  - Draft/Send Repair Request & Amendments to Clients for Electronic Signatures and ensure Attorney/Lender/Co-op Agent receives Executed Copies
  - Obtain Repair Receipts and Reports from Listing Agent
  - Order Home Warranty where Applicable & Send Invoice to Attorney's Office
  - Obtain Utility Information from Listing Agent
  - Confirm Lender Docs are at Attorney's Office
  - Submit EM Request to Close in Command
  - Submit Command Opportunity, Obtain DA, and Send to Attorney's Office
  - Review Closing Disclosure/HUD (agent must do final approval)
  - Confirm Final Walk-Through
  - Retrieve All Documents Needed for Broker's Office for File Compliance
  - Update Client Information in Command & Set Up on Home Anniversary & Homestead Exemption Smartplan
- \*Will Write Up Offers & Send to Listing Agent for an Additional \$25

## INVESTMENT:

## \$225

### NO FEE GUARANTEE

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# DUAL AGENCY



- Obtain Missing Signatures on Offer to Purchase and Disclosures as Needed
- Coordinate Delivery of EM Check
- Email Executed Paperwork to Client, Lender & Attorney
- Constant Communication with Listing Agent, Lender & Attorney
- Relay Scheduled Inspection Date/Time to All Involved Parties
- Add Inspections, Due Diligence Date & Closing to Agent's Calendar
- Send Client Attorney Information Sheet to be Completed
- Confirm Repair Request Executed Prior to Due Diligence
- Confirm Appraisal is Completed Before Due Diligence
- Draft/Send Repair Request & Amendments to Clients for Electronic Signatures
- Obtain Repair Receipts from Listing Agent
- Order Home Warranty where Applicable & Send Invoice to Attorney's Office
- Obtain Utility Information from Listing Agent
- Confirm Lender Docs are at Attorney's Office
- Review Closing Disclosure/HUD (agent must do final approval)
- Confirm Final Walk-Through
- Retrieve All Documents Needed for Broker's Office for File Compliance
- Update Client Information in Command & Set Up on Home Anniversary Smartplan
- Obtain Missing Signatures on Purchase & Sale and Disclosures as Needed
- Email Executed Paperwork to Client, Lender, & Attorney
- Constant Communication with Buyer's Agent & Attorney
- Change Listing to Pending in FMLS & GAMLS
- Coordinate Delivery of EM Check & Obtain a Copy
- Keep Agent Up to Date on Important Dates
- Retrieve Documents Needed for Broker's Office for File Compliance & Upload
- Complete Commission/Offer Tab in Command
- Ensure Seller Information Sheet is Completed & Sent to Attorney
- Draft/Send Repair Request & Amendments to the Contract to Clients for Electronic Signatures
- Order Home Warranty where Applicable & Send Invoice to Attorney's Office
- Collect Repair Receipts/Invoices from Clients and Send to Buyer's Agent
- Send Utility Information to Buyer's Agent
- Review Closing Disclosure/HUD (agent must do final approval)
- Confirm Final Walk-Through
- Confirm Funds are at Attorney's Office & Deed is Recorded
- Ensure Signed Commission Agreement & Send to Attorney
- Confirm DA is correct & copy to Attorney
- Change Listing to Sold in FMLS & GAMLS
- Update Client Information into Command

## INVESTMENT:

## \$ 350

### NO FEE GUARANTEE

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AGENT & TRANSACTION COORDINATOR