



AGENT
TRANSACTION
DESK



GET THE SUPPORT YOU NEED. ON DEMAND.

Because we know how important it is for you to succeed, we are here to help you every step of the way. Let's take your business to the next level.

Listing Manager

A tailored support solution that makes the listing to contract process, easy, compliant and worry free.

From all the paperwork needed by the office to the coordination of services and data entry, be sure to check our scope of work on this service below for additional information.

Contract Manager

A liaison between all parties involved in the transaction, ensuring a smooth and efficient closing.

From creating an organized timeline of important dates and a comprehensive action plan, to providing a consistent, quality-controlled system, be sure to review below.

Let's Discuss How We Can Increase Your Production Power...

By working with a Transaction Coordinator, who is also a licensed, non-competing REALTOR® affiliated with Coldwell Banker Real Estate, you and the Transaction Coordinator agree upon the desired level of service and the cost of the selected services.

P 786-231-6677

E info@agenttcdesk.com

www.agenttcdesk.com



CONTRACT MANAGER

- Deliver copy of Executed Contract to title company, and/or Lender.
- Prepare file information sheet.
- Complete and send introductory emails.
- Analyze and review file for necessary documents.
- Analyze and review file for signatures, initials and dates
Draft and send intro email to clients and follow up.
- Calculate and track all deadlines and contingencies.
- Request / receipt of seller's disclosure.
- Follow up on delivery of Deposits.
- Request all Escrow Letter (s)
- Follow up on Loan Application.
- Coordinate Seller's Documents iwth Title Company.
- Follow up on Approval / Denial of Association.
- Send reminders to client of upcoming deadlines.
- Follow all critical dates of the executed contract.
- Ensure association application has been submitted.
- Coordinate the scheduling of home inspections.
- Coordinate and confirm title request.
- Follow up on approval or denial of financing.
- Obtain proof of insurance when applicable.
- Request / receipt of Survey.
- Request / receipt of Appraisal.
- Draft all addendums pertaining to the transaction, get them executed and deliver to all parties.
- Schedule a final walkthrough and coming time.
- Request and Distribute DA's.
- Maintain contact with buyers/sellers throughout the process Maintain contact with Title Company, agents, and lender Draft all addendum to the transaction, get them executed and deliver to all parties.

Not a complete list of services. Contact me for a full list of offerings provided in each package



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CONTRACT MANAGER

RETAIL DEALS:

Sales Price under \$500,000 = \$399

Sales Price between \$500,000 and \$1,000,000 = \$499

Sales Price over \$1,000,000 = \$599

REO DEALS:

Sales Price under \$500,000 = \$399

Sales Price between \$500,000 and \$1,000,000 = \$499

Sales Price over \$1,000,000 = \$599

SHORT SALE DEALS:

Sales Price under \$500,000 = \$499

Sales Price between \$500,000 and \$1,000,000 = \$599

Sales Price over \$1,000,000 = \$699

For Deals over \$5,000,000 and/or commercial transactions please call us for a quote.

Got Questions? We are here to help...

Be sure to give us a call, or send us a quick email to get the conversation started. We will be glad to answer your questions and address any concerns you may have.

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