

TRANSACTION COORDINATOR SERVICES

LET US HANDLE THE PAPERWORK — YOU FOCUS ON CLIENTS

List n Show™ offers optional Transaction Coordinator (TC) Services designed to keep your transactions organized, compliant, and moving smoothly from contract to closing.

Our experienced coordination team manages the administrative details of each transaction so you can focus on what matters most: serving clients, negotiating deals, and growing your business.

WHAT OUR TRANSACTION COORDINATORS HANDLE

01 | CONTRACT TO CLOSING MANAGEMENT

- Transaction file setup in Realty Back Office (RBO)
- Contract and document organization
- Compliance review and document verification
- Signature verification and document tracking
- Distribution of contracts to attorneys and lenders

02 | DEADLINE & FILE MANAGEMENT

- Enter all contract deadlines and milestones
- Track missing documents and follow up as needed
- Upload inspections, amendments, and correspondence
- Maintain the transaction calendar in RBO

03 | COORDINATION WITH TRANSACTION PARTIES

- Maintain contact records for all parties
- Coordinate communication with attorneys and lenders
- Manage documentation for repair requests and transaction updates

04 | CLOSING & COMMISSION PROCESSING

- Prepare and deliver Commission Invoice to closing attorney
- Submit internal Commission Request forms
- MLS closing updates when applicable
- Final transaction file completion and archiving

OPTIONAL SERVICES

05 | OPTIONAL LISTING INPUT SERVICES

Agents may also elect listing input support including:

- MLS listing entry and activation
- Uploading listing photographs
- Uploading required disclosure forms
- Open house entry in MLS

06 | OPTIONAL ADMINISTRATIVE SUPPORT (ADDITIONAL FEES APPLY)

- Scheduling inspections and appointments
- Preparing repair requests
- Preparing addendums

TRANSACTION COORDINATOR FEES

TRANSACTION COORDINATION	\$199
TC + LISTING INPUT	\$249
DUAL SIDE TRANSACTION	\$249
DUAL SIDE + LISTING INPUT	\$299



If a transaction does not close, the fee is capped at **\$99**.

Fees are processed through commission disbursement or invoiced to the Agent.

CLOSE MORE DEALS. SCALE YOUR BUSINESS.