OPTIONAL TC SERVICES

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.

TRANSACTION COORDINATOR FEE **$250** per transaction side

WHAT OUR TRANSACTION COORDINATORS HANDLE

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

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

Coordination with Transaction Parties

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

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
- Uploading required disclosure forms

Optional Administrative Support
Additional fees apply

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

READY TO HAND OFF YOUR NEXT TRANSACTION?

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