



Transaction Coordinator – Common Support Options

- ❖ Below are ways I typically work with realtors and what I need on your end to complete tasks. Note that tasks may vary depending on how your company handles paperwork (ie what platform they use, etc.)
 - ❖ Contact me for additional info and pricing [here](#).
 - ❖ On a case by case basis I can:
 - Complete items under “your tasks”
 - Provide additional admin support
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Rental Listing (MLS Support + Accepted Offer)

→ My Tasks:

- ◆ Listing paperwork uploaded
- ◆ MLS listing filled out
- ◆ FE lease uploaded
- ◆ Deposit link sent if needed
- ◆ MLS status update

→ Your Tasks:

- ◆ Complete and send me listing paperwork
 - ◆ Coordinate photos and send to me along with any important listing info for MLS
 - ◆ Complete and send me FE lease
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Rental Lease Signed (Just supporting with paperwork, no MLS support)

→ My Tasks:

- ◆ Uploading of FE lease and listing agreement (if needed)
- ◆ MLS status update (if agent is list side)



→ **Your Tasks:**

- ◆ Complete and send me listing agreement (if applicable)
- ◆ Complete (if applicable) and send me FE lease

MLS Listing Support + Accepted Offer

→ **My Tasks:**

- ◆ Uploading of all listing and accepted offer forms
- ◆ Linking all parties via email when there is an accepted offer
- ◆ Keeping dates organized
- ◆ Email communication throughout the transaction
- ◆ Scheduling of smoke certificate
- ◆ Requesting of final water bill
- ◆ MLS status updates

→ **Your Tasks:**

- ◆ Complete and send me listing paperwork
- ◆ Coordinate photos and send to me along with any important listing info for MLS
- ◆ Send me the FE accepted offer when available and CC me on an email thread with the buyer's agent: "Georgia is my transaction coordinator, please keep her cc'd on all communication and let her know who the buyers are using as an attorney so that she can connect everyone." ***Connect ASAP if a deposit link is needed***
- ◆ Provide me with contact info for seller's attorney

Accepted Offer - Listing Side (No MLS Support)

→ **My Tasks:**

- ◆ Uploading of all accepted offer forms
- ◆ Linking all parties via email
- ◆ Keeping dates organized
- ◆ Email communication throughout the transaction
- ◆ Scheduling of smoke certificate



- ◆ Requesting of final water bill
- ◆ MLS status updates

→ **Your Tasks:**

- ◆ Complete and send me listing agreement
 - ◆ Send me the FE accepted offer when available and CC me on an email thread with the buyer's agent: "Georgia is my transaction coordinator, please keep her cc'd on all communication and let her know who the buyers are using as an attorney so that she can connect everyone." ***Connect ASAP if a deposit link is needed***
 - ◆ Provide me with contact info for seller's attorney
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Accepted Offer - Buyer Side

→ **My Tasks:**

- ◆ Uploading of all accepted offer forms
- ◆ Linking all parties via email
- ◆ Keeping dates organized
- ◆ Email communication throughout the transaction

→ **Your Tasks:**

- ◆ Send me the FE accepted offer when available and CC me on an email thread with the seller's agent: "Georgia is my transaction coordinator, please keep her cc'd on all communication and let her know who the buyers are using as an attorney so that she can connect everyone."
- ◆ Provide me with contact info for buyer's attorney