

# TRANSACTION COORDINATION

Tereza Kremen is an independent Transaction Coordinator. As a licensed Realtor® Tereza possesses extensive real estate knowledge, tremendous work ethic, and a passion for organization.

Tereza offers transaction management services designed to facilitate efficiency among office listings and sales. Fundamental to increasing real estate production, the T.C. program provides a wealth of professionalism and integrity. Some of the benefits include:



## LISTINGS (\$500)

- Open Escrow
- Order Preliminary Title Report, CC&R's, HOA Documents
- Order Natural Hazard Report
- Input listings into MLS and update status when applicable
- Prepare documents for signature
- Assemble disclosure packages and host through DocCentral/MLS
- Complete all online filing through Skyslope!



## SALES (\$400):

- Send ratified contract to Title and Lender
- Change status on MLS if applicable
- Identify and obtain missing signatures through DocuSign/DigiSign
- Order Home Warranty for buyer as per the Purchase Contract
- Coordinate important dates and follow up with appropriate parties
- Constant follow up on completed paperwork
- Ensure file is ready for COE and agent is paid on time
- Reduce time spent on files, while keeping those files well organized!

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