



**Job Title:** Transaction Coordinator

**Date:**

**Job Description:** Gathering and managing of the documents needed for a property to close. Be able to coordinate with other offices to make sure documents are signed, reviewed and delivered on time.

**Responsibilities:**

1. Create transaction sheet with pertinent contact information for Buyer side and Seller side, including Title and Escrow companies, and Lender info, etc.
2. Coordinate with Offers Coordinator, other Agent, Escrow and Title Officers, and the Lender.
3. Manage, review and gather documents/disclosures in a timely manner to facilitate the transaction.
4. Need to be able to monitor the timeline for all properties (using appropriate web-based tools).
5. Request a Copy of the Earnest Money Deposit Receipt from Escrow and update in file.
6. Follow up on the receipt of Preliminary Report and make sure that details are correct.
7. Contact Lender for Appraisal Order Information.
8. Request copy of Inspection Contingency Release.
9. Request copy of the Inspection Report, Termite Inspection Report, and other Reports as needed.
10. Request from Lender or Buyer's Agent a copy of the Loan Commitment/Approval Letter.
11. Confirm all Loan Documents are received by the Escrow Officer.
12. Request copy of the Sellers Estimated HUD from Escrow and review for Commission payout.
13. Verify with Escrow that funding conditions were received and that loan is set to record.
14. Confirm recording of the property from Escrow.
15. Request final HUD from Escrow.
16. Close file and upload final docs as needed to broker/web based tool.
17. Do any necessary post-close activities such as client survey, etc.