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A professional Transaction Coordinator handles all the details of your real estate transaction from contract to close. They do such things as getting signatures on all required documents, gathering inspection reports and keeping in touch with both the closing officer and the lender for updates. Here's how they take care of all the details so you have more time out of the office to do what you do best!

VA Transaction Coordinator Ruth Ann Macklin of [MyREassistant.com](#) offers an added bonus to her services. She provides a closing CD for her agents to give their buyers and sellers. The CD includes all the documents from their transaction as well as photos of the home.

Karen Drebes of [The Coordinator Group](#) has made her transaction coordination business a family affair. Both Karen's husband Chuck and their son Chris work for the company. They each have assigned tasks to complete once they receive the faxed contract from the agent.

"We read the contract with highlighter in hand. The buyers are blue, sellers are green, and we go from there. We check to make sure that everything is signed and dated where it should be. We have checklists for each state we work in that mirrors that state's contract," Karen says.

Then they go over the contract and upload it to the web. Chris then calls the Escrow Officer and the lender to set everything up. Karen says, "In most cases, within 24 hours the contract is up on the web in the transaction coordination management platform and the participants have been contacted and asked to join." The seamless transaction is

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successful because of the team effort.

As an added feature, The Coordinator Group also specializes in condo conversions for developers.

Cathryn Jones of [Assistants for Agents, LLC](#), prefers to use the transaction coordination platform that best fits her client's needs rather than a particular program. She handles commercial as well as residential closings for her clients.

So for timely, organized closings, using a professional Transaction Coordinator will save you time and effort in managing the many details associated with each transaction. Being freed up to do what you do best and saving you time and money is the point, isn't it?



Evy Williams is our **VA QUICK TIPS** columnist. She specializes in designing marketing materials to sell homes through her company, [BrochuresByDesign.com](#). She holds a Master's degree in Administration and is a certified Master Virtual Assistant, Military Spouse Virtual Assistant, Professional Real Estate Virtual Assistant, Real Estate Support Specialist and is EthicsChecked. Contact her at [Evy@BrochuresByDesign.com](mailto:Evy@BrochuresByDesign.com).

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