

# What We Provide!

WE PROVIDE FULL SERVICE LISTING COORDINATION FROM SIGNED REPRESENTATION TO 'PENDING' CONTRACT!

Let us take care of the administrative duties for preparing your listing for the MLS! Freeing your time to focus on helping more Clients!



- **LISTING COORDINATION** **\$375 due at closing** in addition to the transaction coordination fee of \$375 (if applicable), **these fees are waived if for any reason the listing expires or is terminated.**

1. Agent emails listing paperwork to [kelsey@kstransactions.com](mailto:kelsey@kstransactions.com).
2. Quick compliance review, correct as needed
3. Order listing package from agent's preferred title company, including cc&rs, hoa contact information, etc.
4. Add target 'Go Live' date to agent's Calendar
5. Intro Email to Seller
6. Input Listing into MLS as partial listing
7. Upload all forms to partial listing, RE25, cc&rs, lbp disclosure (if applicable)
8. Schedule Staging (if applicable)
9. Schedule photos
10. Confirm staging/photo dates/times with seller
11. Upload all listing docs to agent's broker's paperless system (sky slope, kw command, m-files, etc.)
12. Monitor files for any compliance issue called out by broker
13. Order sign install (1 business day prior to 'go live' date)
14. Add listing to Broker Bay
15. Send Seller 'Listing is Now Live' Email with all applicable mls and ad links
16. Assign supra lockbox to property
17. Request listing coverage from preferred home warranty company (if applicable)
18. Every Monday after listing is live - Gather all showing feedback
19. Every Tuesday after listing is live - send feedback/check-in email to seller. This includes marketing activities with stats for the week. (Edit feedback if absolutely necessary, check w/ agents on preference)



## THE VALUE OF AN INDEPENDENT TRANSACTION COORDINATOR

### INDEPENDENT TC'S PROVIDE REAL LEVERAGE

Real leverage provides you with **more time to focus on building a bigger business, a bigger life** or just create a better **work-life balance**.

### PROVEN PLUG & PLAY SYSTEMS

It takes real money, talent & time to develop great systems. Great independent TC's allow agents & teams to focus on their 20%. **A truly professional TC provides strong systems, tools, & a proven process** that helps run your business TODAY!

### LOW OVERHEAD FOR STAFFING & TOOLS

A bad hire is COSTLY! **Working with a proven expert who will provide real talent, experience, tools, & proven systems saves you REAL time & money.** Another added bonus is that there are no benefits or vacation time to pay. **All benefiting your P&L.**

### NO RISK

**You only pay for the transactions that close.** There are no salaries to pay if the business isn't there. An independent TC isn't getting paid or benefiting unless you do.

# client testimonials



"Kelsey has been my transaction manager for two years. In those two years, she has supported me on over 50 transactions & I can confidently say my business would not be what it is without her."

Stacey King / Better Homes and Gardens 43N



We have worked with Kelsey on numerous transactions over the years and have always had a wonderful experience. She is very detail-oriented, and her communication is outstanding.

Monica Davis / Synergy One Lending



"Kelsey is a fantastic transaction coordinator! I wish I would have hired her much earlier in my career."

Kim Metez / Keller Williams Realty Boise



*Kelsey Schiefelbein*

REALTOR/TRANSACTION COORDINATOR

**Kelsey Schiefelbein has been in the real estate industry for 8 years. She started out as a full-time agent in Arizona and transferred into a full-time transaction coordinator role after moving to Idaho in 2016. Since then she has helped realtors on over 1080 transactions! Kelsey highly enjoys the supportive role of a transaction coordinator! Her favorite part is watching her agents grow, increase their business, and be a part of that success! Kelsey resides in Garden Valley, Idaho with her husband and two kids.**

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📷 @kstransactions

*Kelsey  
Schiefelbein*



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**TRANSACTION COORDINATOR**

Kelsey Schiefelbein | TC | [KSTRANSACTIONS.NET](http://KSTRANSACTIONS.NET)

**SCHEDULE A 15 MIN. DISCOVERY  
CALL TO SEE IF WE'RE A RIGHT FIT  
FOR YOUR BUSINESS!**

**[www.kstransactions.net/booking-calendar](http://www.kstransactions.net/booking-calendar)**