What We Provide!

WE PROVIDE FULL SERVICE TRANSACTION COORDINATION FROM PENDING CONTRACT TO POST CLOSING!

Let us take care of the administrative duties while your contract is in escrow so your time is free to focus on helping more clients!

KS TRANSACTIONS

- **PENDING FILE**

1. Quick compliance review of transaction documents and information; advise agent of missing items.
2. Set up KS Transaction Checklist & folder.
3. Note Earnest Money deposit status and action items needed.
4. Send introduction email to Client, to include instructions for deposit of earnest money and preliminary inspection information; attach transaction documents.
5. Schedule Inspections, referring to details provided by Agent, confirm plan with all.
6. Send introduction email to Listing Agent, to include inspection plans and request for CBS code.
7. Send introduction emails to lender (if applicable) and escrow team, with pertinent documents attached.
8. Prepare RE10 draft in Agent's Instanet transactions.
9. Schedule RE10 due date calendar reminders for Agent.
10. Submit transaction documents to Agent's brokerage paperless system (dotloop, skyslope, m-files, etc.)
11. Upload transaction documents to Agent's paperless storage (dropbox, google drive, etc.)
12. Send status update to referring agent, if applicable.

- **INSPECTION CONTINGENCY TIMEFRAME**

1. Assist with RE10 routing for signatures and delivery to Listing Agent on clear direction from Agent.
2. Track RE10 delivery date, seller response deadline date, consecutive response deadline dates.
3. Update RE10 due date calendar reminders for Agent.

- ## AFTER INSPECTION CONTINGENCY HAS BEEN RELEASED

1. Deliver RE10 Form to lender and escrow team if applicable. (sales price change, seller credits, etc.)
2. Confirm appraisal has been ordered and ensure any seller credit in lieu of repairs can be used by lender.
3. Confirm with buyer about home warranty, if applicable, and order per their desires.
4. Review Preliminary title report and supporting documents; send to client with CC&Rs (if applicable)
5. Track appraisal receipt and results with lender, advise all once complete.
6. Send reminder to Client to schedule utility services, change address with USPS, and set up homeowner's insurance policy and advise lender.
7. Track repair status, collect invoices, photos to document completion, deliver to client.
8. Schedule reinspection, if desired by client and agent, confirm with all.
9. Compliance Review of transaction documents and information; advise agents of missing items.

- ## PREPARING FOR CLOSING

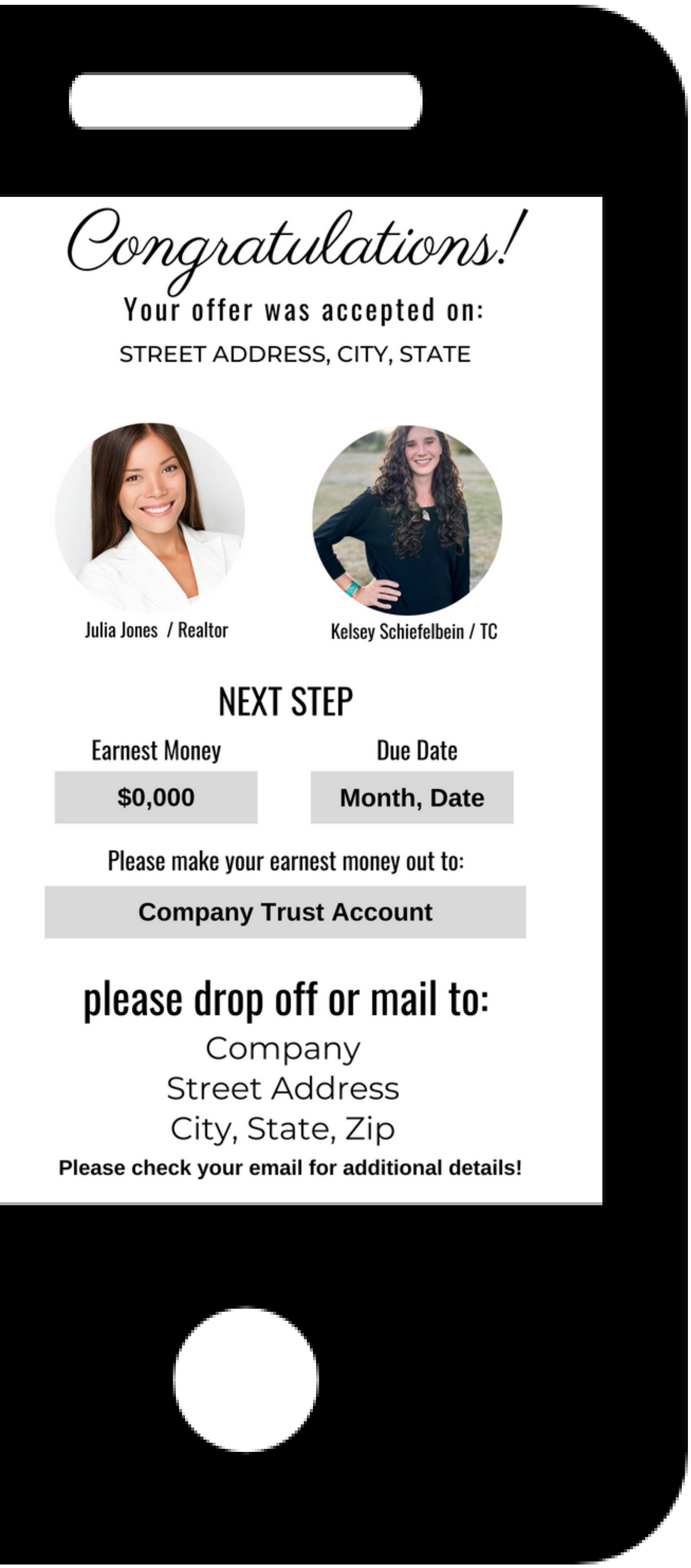
1. Submit necessary information / documents to Agent's brokerage to allow commission disbursement from escrow on recording day (Greensheets/DA, CDA, Broker's Demand, commission instructions, etc.)
2. Ascertain lender's timeline for closing disclosure and documents to escrow.
3. Schedule signing appt. with Client, Agent, Escrow team, and Lender; add to calendar.
4. Schedule final walk through with Client, Agent, Listing Agent, and confirm with all.
5. Coordinate key transfer plans with Listing Agent and Agent; advise client.
6. Send closing instruction email to escrow, including transaction closing details and instructions for delivery of commission check disbursements.
7. Review closing statement estimates for accuracy and send to Client with a figure for their balance due to close for wire or cashier's check.

- ## ON CLOSING DAY

1. Audit Agent's paperless storage and brokerage file for completion.
2. Send Client 'congratulations' email with copies of Final Signed Closing Statement and contracts.
3. Complete agent specific closing tasks (archive paperless storage file, send feedback request, etc.)

Fee for Pending Transactions is $375, **fee is waived if for any reason contract is terminated**.
Fee for doubled ended transactions is $650, fee is waived if for any reason contract is terminated.
I will arrange for the **tc fee to be paid through closing with the title company.**

We offer text updates to Clients!



Statistics show that text messages have a much higher open rate than emails. We text clients throughout the transaction with important updates, due dates, etc. to ensure that your client feels informed.

- **Earnest Money Reminder Text**
- **Inspection Confirmation Text**
- **Appraisal Update Text**
- **Utility Provider Text**
- **Final Walk-Through Confirmation Text**
- **Signing Date Confirmation Text**

98% Open Rate

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 testimonial

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

www.kstransactions.net/booking-calendar