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. Manage, review and gather documents in a timely manner(all but not limited to:)

    1. Seller Signed Contract/Executed Contract
    2. Copy of the Deposit/EMD Check and Receipt
    3. Perform or Quit Notice Template
    4. Prelim Report
    5. Inspection Report
    6. Termite Inspection Report
    7. Inspection Contingency Release
    8. Appraisal Report
    9. Loan Commitment Letter/FHA Approval Letter
    10. Loan Contingency Release
    11. Seller's Estimated HUD

2. Coordinate with Offers Coordinator, Buyer's Agent, Escrow Officer, Asset Manager and Lender
3. Coordinate Utilities and check bills for the property
4. Need to be able to monitor the timeline for all properties
5. Request a Copy of the Deposit (Check the amount if the initial deposit sent by buyer is the same as in the contract) from escrow, if not received yet by escrow send Perform or Quit Notice to buyer's agent (A P or Q notice is to be sent out to a buyer's agent whenever some file is already due and they haven't sent us a copy of it yet. In the sample template, just fill up the name of the Buyer's agent, the Property address and check out the docs that are already due)
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. Should request copy of the Inspection Reports and Termite Inspection Report
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 and Utilities
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

Part Time or Full Time		**Schedule/Hours M-F**	
Role: GVA, TC, ISA		**Gender Request**	
Time Zone: PST, CST, EST, MST		**Preferred Interview Dates/Time:**	
DISC Preference:		**Skype ID for Video Interview:**	

Conforme: _____

Signature above Printed Name