



Transaction Coordinator Services

• Loop me in once the contract is executed • \$550 per file • I handle the paperwork — you handle the client •

WHY ME

- Proven systems and software
- Detail-oriented and deadline-driven
- Familiar with WA and CA transaction requirements
- Reliable communication and quick turnaround time
- Seven+ years of real estate experience
- Support tailored to your workflow

SERVICES

- Transaction intake and file setup
- Deadline and timeline tracking
- Document organization and compliance support
- Requesting and tracking disclosures
- Coordinating with escrow, title, lenders, and vendors
- Managing signatures and document execution
- Status updates and reminders
- File preparation for broker review
- Support through close of escrow

CONTACT ME

(213)-434-5988

www.TCMariah.com

Transactions@tcmariah.com

If you're a real estate agent or team looking to streamline your transactions, I can handle the administrative tasks so you can focus on clients, showings, and closing deals.

WHAT I DO

As an unlicensed Transaction Coordinator, I support the organizational and administrative side of real estate transactions, helping ensure files stay complete, deadlines are tracked, and communication flows smoothly from accepted offer to closing.

WHAT I DON'T DO

I do not negotiate with clients, represent clients, participate in pricing, or offer legal advice.

GET STARTED

Scan this QR code with your smart phone camera to access my onboarding form. If you have questions or would like to discuss my work please reach out.



Transaction coordination services are strictly administrative in nature. I am not a licensed real estate agent or broker and do not perform activities requiring a real estate license under Washington or California law. No representation, negotiation, pricing advice, legal advice, or contract interpretation is provided. All real estate services must be conducted by a properly licensed Washington or California real estate professional.