

# Agent Contract Services

## Career Description

<b>Status</b>	Independent Contractor
<b>Role:</b>	Contract Manager, Licensed
<b>Requirement</b>	2 Years Plus Licensed Real Estate Agent or Broker in at least one of the three jurisdictions: DC, MD or VA. Attorneys must have a 1 Year minimum experience as an active and producing agent. Title Processors/Title Attorneys are exempt from having to be an active producing agent.  A minimum of 6 transactions per year over a 2-year period, or equivalent experience.
<b>Pay</b>	Flat fee per transaction- no sales required
<b>Location</b>	Anywhere your heart desires!

## What is Agent Contract Services?

Agent Contract Services (ACS) was designed to provide services to licensed real estate agents from both administrative and fiduciary level duties. ACS handles the administrative and fiduciary responsibilities for pre-contract and post contract management services. These 2 levels of service provide the leverage necessary for the agent to focus on lead generation activities and new business. At the same time, it saves the agent financial resources since they will not have to hire an hourly or salary professional. The agent only pays per transaction.

## Role Description

In this role, the Contract Manager (CM) will assume existing and new client business provided by the principals of ACS. The role will be actively engaged in the client agent's business on a transactional basis from both an administrative and fiduciary level. All work will be performed by computer from any location the CM chooses. The following 3 business areas of services will be provided:

- Pre-Listing Services: Writing listing agreements and addendums, explaining the documents to the seller by Zoom, procuring the seller's signatures and initials creating a valid listing agreement.
- Pre-Contract Services: Writing sales contract and addendums, explaining the documents to the buyer when necessary, procuring the buyer's signatures/initials, presenting the contract to the listing agent via email while introducing the client.
- Post Contract Management: Upon receipt of a ratified contract, the CM will begin the process of managing the contract to include all of the following:

- o Congratulatory email to the buyer/seller/client/coop agent; including the next steps in the transaction to prepare for closing day.
- o Introduction email to the lender and title company to ensure they have the contract and understand the timeline responsibilities for their portion of the transaction.
- o Scheduling home inspections, walk-throughs, and settlement per the schedule of the client.
- o Writing the home inspection notice, obtaining signature of the buyer and sending to the listing agent.
- o Contract compliance with the brokerage and ACS using the transaction management software.
- o Obtaining a disbursement authorization from the brokerage for the title company.
- o Ensuring all contractual contingencies are met. Following up with the lender when necessary to obtain the loan commitment letter prior to the deadline.
- o Reviewing the preliminary ALTA to ensure accuracy with the contract terms and commissions. Sending ALTA to the client and the buyer/seller.
- o Closing out the transaction with a final ALTA statement and a thank you email to the buyer/seller including review URL links for the client.

### **Ideal candidate**

Personal experience with writing and negotiating sales contracts from at least two of the three Realtor associations: Greater Capital Area Association of Realtors (GCAAR), the Northern Virginia Association of Realtors (NVAR) and Maryland Association of Realtors (MAR). Candidates given priority attention will have had extensive experience in negotiating offers on behalf of their buyers/sellers over a 2-year period and a producing agent that wishes to exit production and take a more consultative role as a CM. Seasoned title processors/title attorneys are exempt from active licensed real estate activity.

### **Skillset**

- Analytical thinker.
- Well-spoken with authority, confidence and command of the English language.
- Well-written with proper grammar and punctuation.
- Detail oriented.
- Able to seek guidance when needed and admit mistakes.
- People oriented, considered an informal leader.
- Take-charge personality.
- Experienced and comfortable with Microsoft Suite and G-Suite products.
- Technology oriented; comfortable using and learning online tools and systems.

To apply, contact Rod Rochowiak at [rod@agentcontractservices.com](mailto:rod@agentcontractservices.com) or 202-841-2719.