

Agent Contract Services

Career Description

Status	Independent Contractor
Role:	Transaction Manager, non-licensed
Requirement	A minimum of 2 years of experience assisting a Licensed Real Estate Agent or Broker in at least one of the three jurisdictions: DC, MD or VA, or equivalent experience.
Pay	Flat Fee per Transaction - no sales required
Location	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 responsibilities. ACS handles the administrative details for pre-listing services, listing coordination, and contract management while also providing fiduciary level service on behalf of the agent during the pre- and post-contract stages of the transaction. These 2 levels of service will provide the leverage necessary for the agent to focus on lead generation activities and new business. At the same time, it will save the agent financial resources since they will not have to hire an hourly or salary professional. The agent only pays on a per transaction basis.

Role Description

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

Upon receipt of a ratified contract, the TM will begin the process of managing the contract to include all of the following for Basic Post Contract Management:

- Congratulatory email to the buyer/seller/client/coop agent; including the next steps in the transaction to prepare for closing day.
- 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.
- Scheduling home inspections, walk-throughs, and settlement per the schedule of the client.
- Contract compliance submission to the brokerage and ACS using the transaction management software.
- Obtaining a disbursement authorization to send to the title company.
- Monitoring all contractual contingencies. Following up with the lender when necessary to obtain the loan commitment letter prior to the deadline.

- Reviewing the preliminary ALTA to ensure accuracy with the contract terms and commissions. Sending ALTA to the client and the buyer/seller.
- Closing out the transaction with a final ALTA statement and a thank you email to the buyer/seller.

Ideal candidate

Personal experience with sales contracts from the Greater Capital Area Association of Realtors (GCAAR), the Northern Virginia Association of Realtors (NVAR) and Maryland Association of Realtors (MAR).

Skillset

- Analytical thinker.
- Well-spoken with authority and confidence and command of the English language.
- Well-written with proper grammar and punctuation.
- Detailed oriented.
- Able to seek guidance when needed and admit mistakes.
- People oriented.
- 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 or 202-841-2719.