



EPIQUE Transaction Coordinators





Expertise & Compliance

Free TC Services Handle Intricate Legal & Regulatory Requirements

A dedicated professional ensures every aspect of the transaction is compliant.

✓ **Contract-to-Close**

Our Transaction Coordinators will help you once a contract is established with amendments, addenda, missing signatures, and more. They will also help with your timeline and ordering services as needed.

✓ **Efficiency & Accuracy**

Transaction coordinators meticulously review contracts, track deadlines, and keep you informed about critical milestones, guaranteeing every document and deadline is reviewed and met, reducing the risk of errors.

EPIQUE





Streamlined Transactions

Back-End Real Estate Coordination with a Dedicated Transaction Coordinator

Ensure every transaction progresses smoothly and efficiently and reduce potential costly delays or errors.

- ✓ **Paperwork & Documentation**
- ✓ **Inspection Scheduling**
- ✓ **Deadline Compliance**
- ✓ **Paperwork Review for Compliance**
- ✓ **i's Dotted, t's Crossed**
- ⊘ **No Cost to Agents**
Epique Realty provides Transaction Coordinator services to all agents, at no cost.

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Frequently Asked Questions

What exactly does a transaction coordinator do, and how can they benefit me?

A transaction coordinator handles the administrative tasks involved in a real estate transaction. They manage paperwork, deadlines, and compliance, ensuring that the process is smooth and error-free. They ensure that no mistakes are made and that the timeline is followed according to the contract.

Do I have to pay extra for the services of a transaction coordinator?

Not at Epique Realty! We provide transaction coordination services to all agents at no additional cost. It's a value-added benefit designed to make your real estate transactions more efficient and less stressful and let you focus on what you do best!

How does a transaction coordinator ensure compliance in real estate transactions?

Transaction coordinators are well-versed in real estate regulations and requirements. They meticulously review contracts, disclosures, and other documents to ensure they meet legal standards. This expert oversight minimizes the risk of compliance issues that could lead to complications or disputes.

Can I still be involved in the transaction process with a transaction coordinator?

Absolutely. While a transaction coordinator handles administrative tasks, you remain fully involved in the transaction process. You can focus on client interactions, negotiation, and strategy, leaving the paperwork and details to the coordinator.

How do transaction coordinators benefit my clients?

Transaction coordinators enhance the overall client experience by ensuring smooth, stress-free transactions. This, in turn, leads to increased client satisfaction, higher trust in your services, and the potential for more referrals and repeat business from satisfied clients.

How do transaction coordinators communicate with me and my clients during a transaction?

Transaction coordinators use various communication methods, including email, phone calls, and regular updates, to keep you and your clients informed about the progress of the transaction. They act as a vital point of contact, ensuring everyone is on the same page.