

What is a Transaction Coordinator?



Right Hand
REAL ESTATE
services l.l.c.



Melissa Gilbert, Founder

Right Hand Real Estate Services provides transaction management for our team. Once a contract goes binding, a Transaction Coordinator will reach out to help us manage the dates and deadlines in your contract. Your agent will continue to advise you on the details of your contracts (the what if's) and will continue to negotiate for you, but your TC will step in to help with the procedural details to help keep us all on track.

These include the following:

- Checking in on lenders/appraisers
- Checking in with the closing attorney
- Facilitating contract corrections or amendments (if applicable)
- Confirming home warranties and/or termite letters are ordered
- Scheduling closing
- Reminding buyers to wire funds prior to closing
- Confirming lenders issue the required documents 3 days prior to closing
- Facilitating utility transfers
- Other ministerial duties as needed for your particular contract