



Why hire a coordinator?

**Your time is better spent
Lead Generating and
setting appointments. My
services will free you from
the paperwork side of the
business!**




About Jill Walker

Jill started with Keller Williams in 2015 as the Assistant MCA, After a year, she became the MCA. Seeing what was needed for individual agents, she started working as a transaction coordinator for individual agents in 2018. Since then, she has assisted in closing over 1500 transactions!

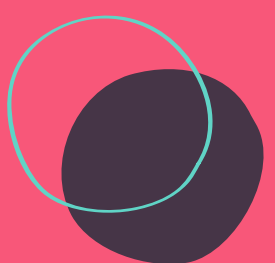
MISSION STATEMENT

To be an exceptional leverage resource to agents so they may focus on their clients and leads all while creating their life by design.



LEVERAGE YOUR 80 TC SERVICES

Jill Walker, Licensed Realtor
520-730-1353
transactions15@gmail.com



Listing Side

\$425

- Start command opportunity if needed
- Receive executed Listing Documents from agent
- If documents need electronic signatures, set up all documents for electronic signing
- Review all documents for accuracy
- Make sure all documents needed for compliance are in command
- Submit command for review
- Input listing to MLS
- Once under contract, will send introduction email to all parties
- Follow up with timelines according to contract
- Prepare and submit commissions
- Send commission instructions to title per agent's permission
- Close file in command when checks are released

Buyer Side

\$350

- Start opportunity and room if needed
- Receive executed documents for purchase
- If documents need electronic signatures, set up all documents for electronic signing
- Review all documents for accuracy
- Make sure all documents needed for compliance are in command
- Prepare and submit commissions
- Submit to office for review
- Introduction to all parties to the transaction along with contract & accompanying documents
- Follow up with timelines according to the contract
- Send reminders to agents when timed documents are due
- Send Commission Instructions to escrow per agent's permission
- Close file in command when checks are released

Testimonials

Jill is an amazing transaction coordinator and honestly just a wonderful person. She has helped our team close 200+ transactions in the last 3 years now. She's an integral part of our business and she possesses all the necessary skills required to be a great transaction coordinator and more. When I was searching for a new brokerage to join, Jill was one of the many reasons I chose KW. I cannot recommend her highly enough.
-Drew Smith

I have been working with Jill now for over three years. She makes me look like a rockstar to my clients. Don't know how I would do this without her.
-Jason Carlton

My husband and I are both realtors and have been working with Jill for a little over a year now. We cannot express the difference she has made in our real estate careers since bringing her on board. She has not only been helpful with day-to-day tasks, paperwork and deadlines but had been a life saver when we have needed last minute docs or other items taken care of when we were not available to do so. She has a high level of knowledge in the real estate world. We would highly recommend Jill as an assistant for your business needs!
-Sam and Dona Franko

It all started back on our first day of Kindergarten I knew I wanted to be partners with Jill, (ahh puppy crushes).

When I found out Jill was the Transaction Coordinator for Keller Williams that was my deciding factor to go with them.

I knew with her on my team I was going to be able to achieve the goals I had set, someone that I trust and someone that people respect. Having Jill as my TC, she was able to help me achieve rookie of the year 2021! She is absolutely amazing!

Having Jill as a Transaction Coordinator gives you an edge because she keeps everything on track and has amazing attention to details. Your Clients and the Co-Agents are going to Love Jill, you will too

-Jason Thompson