



Serving Real Estate industry professionals
EFFECTIVELY, EFFICIENTLY,
and with **EXCELLENCE.**

Real Estate Agents
VIRTUAL ASSISTANTS

Our Goal:

To handle all the back-office details after the contract has been fully executed.
Thus, leaving the agent to focus their efforts on securing other listings and contracts.

WHO WE ARE

About Me

Claudette King is a highly experienced professional with 25 years as an Executive Assistant and 10+ years of experience in the mortgage industry. With a passion for assisting others and a track record of loyalty and dedication, Claudette brings integral support to every role. Known for her compassionate approach and exceptional organizational skills, she excels in managing executive affairs and optimizing operations. Claudette's extensive experience and strong work ethic make her a reliable asset in delivering outstanding results. With a focus on success and a reputation for excellence, Claudette King is ready to make a lasting impact with her professionalism, reliability, and strong work ethic to ensure results that exceed expectations.



CEO/OWNER

CLAUDETTE KING

Virtual Assistant



OUR SERVICES



- **Transaction Coordinating**

- We'll handle the administrative tasks accompanying your real estate deals with impeccable attention to detail, organization, and making the process smooth for buyers and sellers.

- **Admin + Marketing**

- From flyers to postcards, social media posts to listing presentations, we can handle all your marketing needs. We take the idea in your mind and bring it to life!



917-416-3728



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www.elitetxc.com

TRANSACTION COORDINATING

THE ELITE TRANSACTION COORDINATOR PACKAGE INCLUDES:

INTAKE TASKS

- Review the contract for completeness and pursue necessary parties for outstanding initials, signatures and dates.
- Send agent an email outlining important dates and contact all parties involved in the transaction including the lender, title company, client and co-op agent; introduce myself and request that all paperwork and communications related to the transaction flow through me.
- Add all dates to your digital calendar.
- Establish file in your Broker system of record, upload documents and contact information.

CONTRACT MANAGEMENT

- Coordinate the timely satisfaction and removal of all contingencies and keep you informed of the progress, including ordering HOA/Condo Doc's
- Weekly lender check in and more frequently when necessary.
- Coordinate inspections with you, the inspector, the Buyer and the co-op.
- On-going system of record maintenance as documents are submitted, changes are made via amendment, and we work through the transaction process.
- For Buyers: Collect 2nd Deposit check from Buyer and forward to listing agent.
- For Sellers: order payoffs and tax, water & sewer certs.
- Send detailed email requesting home warranty selection and follow up until selection is made.

PRE-CLOSING

- Provide clients with reminders to connect or disconnect all necessary utilities and to secure homeowner's insurance.
- Verify loan commitment with client's lender, provide copies and notify you of any problems in underwriting.
- Order and review the title report. Notify you of any issues and help to resolve.
- Schedule final walkthrough and closing with your clients, the title company and you.

POST CLOSING

- Obtain final signed closing disclosures and upload to your system or record.
- Provide a congratulatory letter to your buyer(s) or a thank you letter to your seller(s) prompting them to leave a review for you with clickable links.
- Design Just Sold postcards and send out to the demographic of your choice (postage paid separately).
- Add client to your contact database with new address and email to be added to your past client drip campaign

Our Mission

To perform with integrity, compassion, and a spirit of servanthood. We are committed to upholding the highest ethical principles and being accountable in all our endeavors.

With deep compassion, we strive to understand and empathize with the needs of others, offering support, care, and kindness. By personifying these principles, we aspire to make a positive and lasting impact on the lives we touch, fostering a world filled with integrity and compassion.



Contact Us



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