

# Transaction Coordination & Short Sale Negotiation



mycoordinator

REAL PEOPLE, REAL RESULTS

## WE NEGOTIATE SHORT SALES

### 2% TRANSACTION - HANDS OFF REFERRAL

(You receive a 1% referral at settlement)

The My Coordinator team will do the following:

- ✓ You refer the Short Sale listing to My Coordinator and we handle both the Listing and Bank Negotiations.
- ✓ Talk with the client to discuss the short sale process and gather all required paper work from seller. This includes ALL Short Sale paperwork as well as all Listing paperwork.
- ✓ Initiate and negotiate the short sale with the bank and other lien holders once all short sale paperwork is turned in (this includes ALL liens on title).
- ✓ Invite Referring Agent & Seller to the My Coordinator TOUCH system to see updates 24/7.
- ✓ Follow up with Seller directly to collect all necessary updated paperwork on a monthly basis.
- ✓ Coordinate photos for property and email them to bank.
- ✓ Turn in both positive and negative photos to assist in negotiations.
- ✓ Post all bank updates/communications in the My Coordinator TOUCH system.
- ✓ Communicate with Seller's Title/Escrow Company to get updated PR every 30-60 days.
- ✓ Communicate and handle paperwork with Buyer's Agent and Seller to achieve acceptable terms for offer.
- ✓ Follow up with Seller as a reminder for any needed price reductions.
- ✓ Assist Agent & Seller with contract deadlines (Reminders).
- ✓ Be the point of contact for Appraisal/BPO access to property.
- ✓ Get all approval letters accepted by Seller and notify buyers agent in writing.
- ✓ Schedule & coordinate settlement
- ✓ You collect a 33% referral and we will do all the work.

We do not charge any fees unless your transaction closes.

**MyCoordinator.com**  
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**844-MY-TOUCH**

Please contact an Attorney or Accountant for legal or tax questions.