



# KERRY DRISCOLL

Transaction Coordinator  
Idaho Transaction Services, LLC

## INTRODUCTION

I started in Real Estate 26 years ago and then took a detour as a successful Account Manager in the high-tech industry. Now I have come back full circle to my true passion, Real Estate.

After 2 years selling in Valley County, I have decided to take a different path. I am one of those people, you know, the person that is great at organization and loves logistics. I am very detail oriented and thrive on good customer service. These attributes are the definition of a good Transaction Coordinator.

I am looking for a partnership with dedicated real estate professionals. Together we can build a relationship that benefits both parties, keeps your business organized and compliant, and frees you up to do what you do best.

Kerry Driscoll

Licensed Realtor   
Equity Northwest Real Estate

## CONTACT

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## BUYER/SELLER TRANSACTION \$375 (DOUBLE ENDED \$500)

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- Open Transaction in Form Simplicity and set up transaction participants. If Listing, upload previous listing from MLS into MLS Datasheet.
- Review and Organize Documents in Form Simplicity.
- Submit documents to client for eSign as needed.
- Open Escrow and establish connection with transaction partners.
- Submit EM receipt to Broker (buyer).
- Maintain agent compliance by submitting documents for Broker Review throughout transaction.
- Upload MLS copy to transaction.
- Provide contract deadline checklist to Agent.
- Write addendums and other related transaction documents as needed.
- Submit final Broker Review package to Broker.
- Maintain Drop Box document retention for Agent.
- Create and submit final packet to Corporate for commission pay out with-in 24 hours of funding.

## SELLER TRANSACTION UPGRADE \$500

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- Create RE-16, Agency and send to Seller for signature with Seller Confirmation document and RE-25.
- Upload MLS Datasheet information into the transaction.
- Create Partial Listing in MLS.
- Upload Photos and other pertinent documents to the Listing in MLS.
- Initiate GO LIVE in MLS.

## BUYER/SELLER TRANSACTION NEW AGENT \$450

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- Provide Form Simplicity transaction development coaching.
- Review documents prior to sending to client for accuracy.

**Testimonial: Kerry holds me accountable, knows what is needed, is fast and efficient, and very communicative. Kerry makes sure my paperwork (not my forte) is completed, submitted and in compliance. Highly recommend Kerry, worth every penny! Chris Fagan/Agent**