



# Lisa Armer

REAL ESTATE AGENT,

REAL ESTATE TRANSACTION COORDINATOR

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Dear Fellow Agent,

I am excited to share my assistance as a transaction coordinator through the Dalton Wade network.

I have been an agent for about ten years, and my experience spans over 2 states. My focus and strengths lie in residential in Georgia, and I can help in many ways.

My responsibilities can include:

- Document Management: Reviewing contracts for completeness, preparing disclosures, and ensuring all required signatures are obtained.
- Deadline Tracking: Monitoring contingency periods, inspection deadlines, and loan approval dates to prevent missed deadlines.
- Communication Hub:
  - Acting as the liaison between agents, clients, lenders, title companies, and inspectors.
  - Compliance: Ensuring all files meet brokerage and state legal requirements.
  - Escrow & Closing Prep: Opening escrow, ensuring earnest money is deposited, coordinating final walkthroughs, and assisting with closing documents.

I can help real estate agents focus on lead generation and client relationship management by taking over the paperwork-intensive, behind-the-scenes details. My license is active, in good standing, and I can provide transaction services in Georgia currently.

I look forward to the possibility of contributing to a smooth real estate transaction.

Warmest regards,

*Lisa Armer*