

Transaction Coordinator Application

CENTURY 21 Real Estate Center

Personal Information

Full Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Licensing and Status

Are you a licensed broker in Washington State? ☐ Yes ☐ No

If yes, license number: _____

Expiration date: _____

Experience and Training

How long have you worked in real estate (any capacity)? _____ years

How long have you worked as a Transaction Coordinator (if applicable)? _____ years

List systems you are proficient with:

☐ NWMLS Matrix ☐ Listing Input ☐ Transaction Desk ☐ Authenishgn

☐ Other: _____

Have you completed the following trainings?

NWMLS Matrix Training: ☐ Yes ☐ No

Date: _____

Listing Input Training: ☐ Yes ☐ No

Date: _____

Transaction Desk Training: ☐ Yes ☐ No

Date: _____

Scenario Questions

1. A broker forgets to send you a signed form that is required for compliance. What steps do you take?

2. A client asks you for advice about whether to waive an inspection. How do you respond?

3. A closing date is at risk because the lender has not sent documents on time. How do you handle communication?

Availability and Services

What geographic areas/MLS regions do you serve? _____

What is your typical turnaround time for new file setup? _____

Do you offer services beyond contract-to-close (ex: attending inspections, placing signs)?

☐ Yes ☐ No

If yes, please describe and list pricing: _____

References

1. Name: _____ Phone: _____ Relationship: _____

2. Name: _____ Phone: _____ Relationship: _____

Acknowledgments

By signing below, I affirm:

- I understand that a Transaction Coordinator at CENTURY 21 Real Estate Center is an independent contractor.
- I acknowledge that if I am licensed, when acting in the role of a Transaction Coordinator for another broker's client, I may not provide brokerage services, negotiate contracts, or represent that client. My role in this capacity is strictly administrative and supportive.
I agree to an annual review of my competency and performance.
- I agree to copy the firm on all file-related communications.
- I understand that in addition to submitting this application, I must complete a screening process and participate in training and/or competency testing as required by CENTURY 21 Real Estate Center. I agree to both as part of the approval process.

Signature: _____ Date: _____