



Experience

Licensed Transaction Coordinator, Assistant and Office Administration from 2000-2014

Retail Banking Operations, Teller, Vault Teller, Auditor, Bookkeeper, Training, Sales, and responsible for opening new branches. 1971-2000

Licensed Real Estate Broker for 8 years.

4-H leader for 5 years

Special Olympics Vice President for the largest area in Washington for 7 years.

I support Pathways for Women (YWCA), NW Harvest, Hopelink, Special Olympics & 4-H.

Striving to bring personal integrity and professionalism to each of your transactions.



BECKI FRENCH

Licensed Transaction

Coordinator

Virtual Assistant

Want to get more organized this year? Use your time wisely and spend more time with your family or perfecting your hobbies? Take a look at my services and see how I can help you with those aspirations.



206-795-9604



Listing Management

- Order yard Sign, flyer box, rider signs
- Order Preliminary Title report
- Input into MLS
- Input into DOCSS 3
- Upload supplements and photos
- Input Broker's Opens and Open Houses
- Order Just Listed postcards
- Order Virtual Tour
- Order Home Book
- Order Home Warranty Policy
- Input MLS changes
- Decide what is applicable to Listing i.e. Septic Cert, Well Cert, OSS recorded with County, Sewer Capacity. Oil Tank decommissioning.

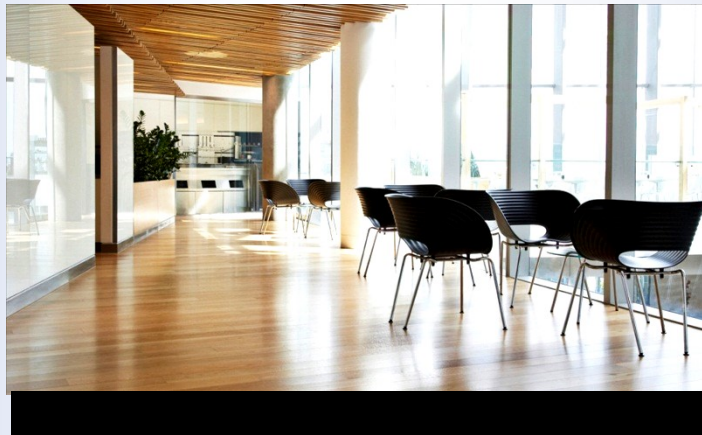
**\$150.00/Both Listing/Sale \$300.00/
\$100.00 Paid up Front**

Transaction Management

- Compile contract with appropriate forms
- Load into DOCSS 3
- Confirm EM
- Copy of P & S to all parties
- Order Title Report for all parties
- Create Critical Timelines to include: Mutual agreement, Financing Application and deadline, Inspection deadline, Title Review, Resale Cert, Walk through w/buyer, Closing.
- Review Docs for Contingent dates
- Ensure all addenda are loaded to DOCSS 3
- Continual communication with Broker
- Continual communication with Escrow
- Remove yard sign
- Order Just Sold postcards and mail out
- **Sale Fail/\$50.00 Processing Fee

\$200.00 paid at closing

Both Listing/Sale \$300.00



More Services

- Mailing of Just Sold, Just Listed, Open House, Postcards \$25/100
- Broker's Open House \$25/Hr
- Attend Inspection \$25/Hr
- Vacation Coverage \$25/Day
- Special Projects \$25/Hr
- Listing Input \$25 per
- Listing research prior to Showings \$25/Hr
- Create Flyers /One Sided/8.5 X 11-Forward PDF to Broker \$35 per
- Virtual Follow Up on Showings \$25/Hr

** Postage is Additional

**Minimum fee \$25.00

**Fees processed by CBD and added to your ledger

**Licensed Transaction Coordinator/
Virtual Assistant**

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