

e-Commercial Transaction Management

Now we offer *Transaction Management for commercial transactions.*

- *Verify execution of Lease Agreements*
- *Property Lease Agreements*
- *Bill of Sale*
- *Rental Applications*
- *Rental Agreements*
- *Zoning Requests*
- *Repair bids*
- *Repairs ordered and completed*
- *City Certs. if necessary*
- *Other work orders*

NEW

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Listing & Transaction Management



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About Us



Global Connection Virtual Office has been in business for over 4 years providing Realtors, Builders, and Brokers with efficient, professional

Listing and Transaction Coordination using an online platform that streamlines the process.

The GCVO e-Trans Management Team provides online Real Estate Transaction Management using the *Settlementroom* System. We provide you with coordination of your Tasks, Inspections, Appraisals, Loan Applications, Documents, Closing Place and Dates, and so much more. Our services allow you to concentrate on your business of assisting others with selling and buying real estate.

Call Today!
586-776-1813

e-Listing Management

Listing Coordination may include:

- Listing documents loaded onto online management system
- Separate login and password are assigned to each individual involved. You have total control of who to allow access and how much of it will be accessible to them.
- Customized task list is created and implemented
- MLS Updates
- Sign Installation
- Introductory letter to client
- Home Prep list to client
- Order Virtual/Visual Tour
- Order e-Commercial
- Update Website
- Update Realtor.com
- Create Flyers
- Create "House Cards"
- Create Advertisement
- Create Just Listed Cards
- Input into Homefeedback.com
- Update Changes

e-Transaction Management

Transaction Coordination may include:

- Transaction documents loaded onto online management system
- Separate login and password are assigned to each individual involved. You have total control of who to allow access and how much of it will be accessible to them.
- Customized task list is created and implemented
- Home Inspection Ordered
- Home Inspection Received
- Congratulations letter to client
- Old Title Policy to Title Co.
- Update MLS
- Disclosures
- Update Website
- Appraisals
- Loan Commitment
- Inspections
- Home Warranty
- Repairs
- Receive verification of escrow
- Settlement Statements