

SCCAOR UNIVERSITY



Fundamentals of Transaction Coordination is a 5 ½-hour, live-lecture course providing real estate professionals with a full understanding of the real estate transaction.

Certified Transaction Coordinator (CTC) is a transaction management program for all real estate licensees and unlicensed transaction coordinators who want to build and establish a successful transaction coordinator business.

Show your clients and real estate firms that you strive to achieve a higher standard of professionalism and that you are serious about the job that you do in real estate by earning this distinguished certification.

The Fundamentals of Transaction Coordination course counts toward earning the Certified Transaction Coordinator (CTC).

For more information about the certification, please visit:

www.car.org/education/designations/certified-transaction-coordinator

Fundamentals of Transaction Coordination - Day 1

How you will benefit from taking this class:

- Locate important information in the California Residential Purchase Agreement and Join Escrow
- Learn how to set-up timelines for contractual obligations and contingency removals
- Identify what paperwork is required from each party
- Understand how to complete the documentation required in order to submit a completed file
- Learn how to be an effective Transaction Coordinator
- Recognize which disclosures are required
- Identify the role escrow plays in the transaction
- Instructions form (RPA-CA)
- Discover how escrow and the lending process work together to close the transaction

When: Thursday, May 10, 2018 @ 9:00 am - 2:30 pm

Where: 1651 N 1st St, San Jose, CA 95112 (408) 445-8500



Presented By:

Wendi Molina

*C.A.R. Instructor & Certified
Transaction Coordinator*

California Association of REALTORS® (C.A.R.)

Register:

[sccaor.com/calendar/
fundamentals](http://sccaor.com/calendar/fundamentals)

**\$100 for SCCAOR Members
\$125 for Non-Members**

Day 1 & Day 2

**\$175 for SCCAOR Members
\$225 for Non-Members**

SCCAOR Course Cancellation Policy

If you must cancel or reschedule your reservation, a full refund will be issued if notification is received by email, or in writing (not by telephone), three (3) days prior to class. Those who book within three (3) days are not eligible for cancellation or refunds. To cancel, please send an email to education@sccaor.com and identify the name of the course and include the order number associated with the purchase of the course. In the event that a student should fail to attend a class, the tuition for said class is forfeited and will not be transferred to future classes. SCCAOR reserves the right to cancel or reschedule any course. If cancellation occurs, SCCAOR will issue a full refund. In the event of rescheduling, SCCAOR will send immediate notification and transfer all reservations, including payment, to the new date.

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**For more information, contact the education department at education@sccaor.com
For additional Educational Opportunities please visit www.sccaor.com**