

1. Executive Transaction Coordinator VA Prompt

Prompt:

Act as an executive-level real estate Transaction Coordinator VA. Your job is to help the agent keep every transaction organized, compliant, on schedule, and moving smoothly from contract to close.

Create a complete transaction support plan using this information:

[PASTE CLIENT NAME, PROPERTY ADDRESS, CONTRACT DATE, DEADLINES, CLOSING DATE, LENDER, TITLE COMPANY, INSPECTION DETAILS, AND NOTES]

Organize the transaction into key deadlines, required documents, client communication, agent reminders, vendor coordination, title and lender follow-up, risk items, and next steps.

Make the output clear, professional, deadline-focused, and easy for the agent to review.

2. New Contract Intake Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Review this new contract information and create a clean transaction intake summary:

[PASTE CONTRACT DETAILS, CLIENT INFORMATION, PROPERTY ADDRESS, IMPORTANT DATES, TITLE COMPANY, LENDER, AGENT NOTES, AND SPECIAL TERMS]

Create a transaction summary that includes the key dates, parties involved, required documents, urgent tasks, missing information, and items that need agent approval.

Make the summary organized, accurate, and ready to place into the transaction management system.

3. Contract-to-Close Checklist Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Create a contract-to-close checklist for this transaction:

[PASTE BUYER OR SELLER NAME, PROPERTY ADDRESS, CONTRACT DATE, INSPECTION DEADLINE, APPRAISAL DEADLINE, FINANCING DEADLINE, TITLE DEADLINE, AND CLOSING DATE]

Build a complete checklist that covers contract review, document collection, inspection coordination, appraisal tracking, lender follow-up, title company follow-up, client updates, agent reminders, compliance items, and final closing preparation.

Keep it clean, professional, and easy to follow.

4. Transaction Deadline Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Review these transaction dates and create a deadline tracker:

[PASTE CONTRACT DATE, DUE DILIGENCE DEADLINE, INSPECTION DEADLINE, REPAIR REQUEST DEADLINE, APPRAISAL DEADLINE, FINANCING DEADLINE, TITLE DEADLINE, WALKTHROUGH DATE, AND CLOSING DATE]

Organize the deadlines in order, identify anything urgent, flag possible risks, and create reminders the agent should add to their calendar.

Make the output simple, accurate, and focused on preventing missed deadlines.

5. Buyer Transaction Support Prompt

Prompt:

Act as a Transaction Coordinator VA supporting a buyer's agent. Create a buyer-side transaction plan using this information:

[PASTE BUYER NAME, PROPERTY ADDRESS, CONTRACT TERMS, EARNEST MONEY DETAILS, INSPECTION DEADLINES, LENDER DETAILS, TITLE COMPANY, AND CLOSING DATE]

Organize everything the VA needs to track, including earnest money, inspections, appraisal, financing, title, required documents, client communication, agent reminders, and closing preparation.

Make the plan professional, detailed, and easy for a busy agent to use.

6. Seller Transaction Support Prompt

Prompt:

Act as a Transaction Coordinator VA supporting a listing agent. Create a seller-side transaction plan using this information:

[PASTE SELLER NAME, PROPERTY ADDRESS, CONTRACT TERMS, INSPECTION DETAILS, REPAIR REQUESTS, TITLE COMPANY, PAYOFF INFORMATION, AND CLOSING DATE]

Organize everything the VA needs to track, including contract documents, inspection items, repair requests, title communication, seller updates, buyer agent follow-up, closing preparation, and final checklist items.

Make the plan polished, professional, and focused on helping the listing agent deliver a smooth client experience.

7. Inspection Coordination Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Help coordinate the inspection for this transaction:

[PASTE CLIENT NAME, PROPERTY ADDRESS, INSPECTION DEADLINE, BUYER AVAILABILITY, SELLER AVAILABILITY, INSPECTOR CONTACT, LISTING AGENT CONTACT, AND ACCESS DETAILS]

Create the inspection coordination messages, calendar details, client reminders, agent update, CRM note, and follow-up checklist.

Keep the communication professional, clear, and deadline-focused.

8. Appraisal Tracking Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Track the appraisal status for this transaction:

[PASTE CLIENT NAME, PROPERTY ADDRESS, LENDER CONTACT, APPRAISAL ORDER DATE, EXPECTED APPRAISAL DATE, APPRAISAL DEADLINE, AND CLOSING DATE]

Create a follow-up plan for the lender, update message for the agent, client communication, calendar reminders, and risk notes if the appraisal is delayed.

Make the output clear, professional, and focused on protecting the closing timeline.

9. Title Company Follow-Up Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Create a title company follow-up plan for this transaction:

[PASTE PROPERTY ADDRESS, CLIENT NAME, TITLE COMPANY, TITLE CONTACT, CONTRACT DATE, CLOSING DATE, AND ANY KNOWN TITLE ITEMS]

Prepare a professional message to the title company, identify what information needs to be confirmed, create a follow-up schedule, summarize what the agent needs to know, and flag any missing items.

Keep the tone polished, organized, and professional.

10. Lender Follow-Up Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Create a lender follow-up message and tracking plan for this buyer transaction:

[PASTE BUYER NAME, PROPERTY ADDRESS, LENDER CONTACT, LOAN TYPE, FINANCING DEADLINE, APPRAISAL STATUS, AND CLOSING DATE]

Create a professional lender update request, agent summary, client update, follow-up reminders, and risk items to watch.

Make sure the output helps the agent stay informed without overwhelming the client.

11. Repair Request Tracking Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Organize these inspection repair request details:

[PASTE INSPECTION NOTES, REPAIR REQUESTS, SELLER RESPONSE, CONTRACT TERMS, DEADLINES, VENDOR DETAILS, AND CLIENT NOTES]

Create a repair request tracker that summarizes the agreed repairs, deadlines, responsible parties, proof needed, vendor follow-up, client update, and agent reminders.

Make the tracker clear, accurate, and easy to manage through closing.

12. Client Update Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Write a professional transaction update for this client:

[PASTE CLIENT NAME, BUYER OR SELLER, PROPERTY ADDRESS, CURRENT STATUS, COMPLETED ITEMS, PENDING ITEMS, UPCOMING DEADLINES, AND NEXT STEPS]

Create a warm, clear, and reassuring client update that explains what has been completed, what is currently in progress, what is coming next, and whether anything is needed from the client.

Keep the tone professional, calm, helpful, and easy to understand.

13. Agent Update Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Create a concise transaction update for the agent:

[PASTE PROPERTY ADDRESS, CLIENT NAME, COMPLETED TASKS, PENDING ITEMS, DEADLINES, RISKS, QUESTIONS, AND NEXT STEPS]

Summarize the transaction status in a way that is fast for a busy agent to scan.

Include what is completed, what is pending, what needs attention, what deadlines are coming up, and what the VA recommends doing next.

14. Missing Documents Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Review this transaction file and identify missing documents:

[PASTE DOCUMENT LIST, CONTRACT DETAILS, BROKERAGE REQUIREMENTS, MLS REQUIREMENTS, CLIENT NOTES, AND TRANSACTION STATUS]

Create a missing document checklist, explain why each item may be needed, identify who should provide it, and suggest the next message to request it.

Keep the output organized, professional, and compliance-focused.

15. Compliance Review Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Review this transaction file for basic compliance organization:

[PASTE CONTRACT DETAILS, ADDENDA, DISCLOSURES, SIGNATURE STATUS, DATES, BROKERAGE CHECKLIST, AND NOTES]

Check for missing signatures, missing initials, incomplete dates, missing disclosures, unsigned addenda, unclear deadlines, and items that should be reviewed by the agent or broker.

Do not give legal advice. Focus on file organization, missing information, and items that need professional review.

16. Closing Preparation Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Create a closing preparation checklist for this transaction:

[PASTE CLIENT NAME, PROPERTY ADDRESS, CLOSING DATE, TITLE COMPANY, LENDER, FINAL WALKTHROUGH DATE, COMMISSION DETAILS, AND PENDING ITEMS]

Prepare a closing checklist that includes title confirmation, lender status, final walkthrough, client reminders, agent reminders, utility reminders, commission documents, closing time confirmation, and post-closing follow-up.

Make the checklist polished, organized, and focused on a smooth closing experience.

17. Final Walkthrough Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Help coordinate the final walkthrough for this transaction:

[PASTE CLIENT NAME, PROPERTY ADDRESS, CLOSING DATE, CLIENT AVAILABILITY, AGENT AVAILABILITY, LISTING AGENT CONTACT, AND ACCESS DETAILS]

Create a scheduling message, client confirmation, agent reminder, calendar description, walkthrough checklist, and post-walkthrough follow-up note.

Keep everything professional, simple, and easy to execute.

18. Closing Day Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Create a closing day support plan for this transaction:

[PASTE CLIENT NAME, PROPERTY ADDRESS, CLOSING TIME, TITLE COMPANY, CLOSING LOCATION, AGENT DETAILS, FINAL WALKTHROUGH STATUS, AND PENDING ITEMS]

Prepare the client reminder, agent reminder, title company confirmation, final document checklist, post-closing message, and closing day timeline.

Make the tone professional, calm, and client-friendly.

19. Post-Closing Follow-Up Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Create a post-closing follow-up plan for this client:

[PASTE CLIENT NAME, BUYER OR SELLER, PROPERTY ADDRESS, CLOSING DATE, AGENT NOTES, AND NEXT RELATIONSHIP STEP]

Create a thank-you message, review request message, referral request message, CRM note, client anniversary reminder, and future follow-up plan.

Make the communication warm, professional, and relationship-focused.

20. Transaction End-of-Day Report Prompt

Prompt:

Act as a real estate Transaction Coordinator VA. Create a professional end-of-day transaction report for the agent using these completed tasks:

[PASTE TASKS COMPLETED, CLIENT UPDATES SENT, VENDOR FOLLOW-UPS, DOCUMENTS RECEIVED, PENDING ITEMS, DEADLINES, AND QUESTIONS]

Summarize what was completed, what is still pending, what needs the agent's attention, what deadlines are coming up, and what should be prioritized tomorrow.

Keep it short, polished, and easy for the agent to scan.

21. Transaction Coordinator VA Candidate Test Prompt

Prompt:

You are applying for a Transaction Coordinator VA position supporting real estate agents.

Create a complete contract-to-close plan for a buyer transaction in Savannah, Georgia.

Use this scenario:

Buyer is under contract on a home. Inspection deadline is in five days. Appraisal has not been ordered yet. Earnest money is due tomorrow. Financing deadline is in twenty-one days. Closing is in thirty days. The lender, title company, buyer, buyer's agent, and listing agent all need updates.

Create the transaction plan, deadline tracker, client update, agent update, lender follow-up, title company follow-up, and risk items to watch.

Make the output professional, organized, accurate, and easy for a real estate agent to use.