ABOUT EZ COORDINATOR™

OVERVIEW

EZ Coordinator is desktop transaction coordination software. EZ Coordinator contains innovative features making it the most powerful, flexible and easy-to-use, “desktop” transaction coordination software for Real Estate Professionals. The result is your ability to work smarter and faster, and provide value-added information and services to the agents, brokers, and clients that you want to impress. Brokers, agents and coordinators can manage their own transactions, spending far less time managing details, and spending more time where it really counts – selling and building valuable relationships!

Imagine shaving needlessly wasted hours from the current way of managing transactions using paper-based, handwritten or typed “checklists” that must be modified for every new transaction. EZ Coordinator utilizes handy, built-in, schedule templates that can be customized with the specific time line of events that you need to track. Now you can easily assign a schedule template to your transaction and allow EZ Coordinator to auto-fill all of the correct dues dates. Need to edit a specific date? No problem. Edit the event within the transaction, and other related events recalculate a new due date automatically. You enter and manage new transactions in minutes instead of hours. EZ Coordinator lets you transmit scheduled tasks reports, transaction information, status reports and mail-merge letters to your clients and key affiliates involved with the transaction. EZ Coordinator will pay for itself by allowing you to manage more transactions in less time.

MAIN BENEFITS

- EZ Coordinator contains innovative features making it the most powerful, flexible and easy-to-use, “desktop” transaction coordination software for Real Estate Professionals.
- Provides the ability to work smarter and faster, and provide value-added information and services to the agents, brokers, and clients that you want to impress.
- Brokers, agents and coordinators can manage their own transactions, spending far less time managing details, and spending more time where it really counts – selling and building valuable relationships!
- Allows you to maintain quality control and accountability by keeping a record of each transaction including all transaction notes.
- Allows you to transmit scheduled tasks reports, transaction information, status reports and mail-merge letters to your clients and key affiliates involved with the transaction.
- Helps save needlessly wasted hours from the current way of managing transactions using paper-based, handwritten or typed “checklists” that must be modified for every new transaction.
- Eliminates per-transaction pricing of costly online systems and maintains and control all critical data within your own office.

MAIN FEATURES

- User-friendly interface with "Microsoft XP" look and feel
- Ability to maintain a "master checklist" of all tasks due for multiple transactions
- Powerful searching and data sorting features
- Ability to store and reuse buyer, seller, and affiliate information
- Ability to easily customize schedules that reflect your own contracts and work flow
- Contact management tools for communicating with key contacts
- Powerful mail-merge capabilities with ability to customize your own forms or letters
- Ability to print, fax, or e-mail a variety of transaction reports
- Integration with Microsoft Outlook, Word, and Excel
- Multi-user support for local area networks

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