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Real Estate Wholesale Documentation Assistant (Remote)

Description

A digital property investment group—using systems developed by a nationally recognized real estate investor featured on A&E—is currently bringing on new remote team members to assist with contract organization and deal preparation for residential wholesale transactions. This fully remote opportunity is designed for individuals who want to work from home, gain valuable skills in real estate operations, and get paid for completing high-impact tasks—without a license or sales experience.

You'll be trained to operate behind the scenes of real estate wholesale deals, supporting contract accuracy, document formatting, and assignment preparation. If you're detail-oriented, prefer structure over sales, and enjoy the satisfaction of clean, process-driven work, this could be your introduction to a high-earning industry—without having to flip a single house.

Position Summary

As a Real Estate Wholesale Documentation Assistant, you'll help take real estate deals from initial contract to final delivery. Your primary role will be to receive, organize, and prepare purchase agreements and assignment contracts so they can be delivered to investor buyers. Every part of your job supports a real transaction—so accuracy, consistency, and clarity matter.

There is no cold-calling or client communication involved. You will not be sourcing leads, showing properties, or negotiating terms. Instead, you'll work entirely inside the digital infrastructure that moves real estate contracts through a standardized pipeline. Every document you format, file you label, and contract you deliver helps close actual deals.

What You'll Do

- Review new seller agreements and verify data: names, dates, property details, and signatures
- Cross-check contract fields for missing items or formatting errors
- Log deal information into internal spreadsheets and timeline trackers
- Organize all files into cloud-based folders with standardized naming conventions
- Prepare and format assignment contracts for investor buyers using editable templates
- Deliver contract packets via email or shared links
- Track deal milestones, status updates, and confirmation of delivery
- Archive finalized contracts and update deal logs with completion details

Hiring organization

Work From Home Customer Service
Jobs No Experience Needed

Employment Type

Full-time, Part-time, Contractor

Industry

Customer Service

Job Location

Remote work from: United States; Canada; Australia; United Kingdom; New Zealand; Ireland; Scotland; Sweden; Belgium; Spain; Czech Republic; Brazil; France; India; South Africa; Denmark; Germany; Philippines; Mexico; India; Indonesia; Alabama, USA; Alaska, USA; Arizona, USA; Arkansas, USA; California, USA; Colorado, USA; Connecticut, USA; Delaware, USA; Florida, USA; Georgia, USA; Hawaii, USA; Idaho, USA; Illinois, USA; Indiana, USA; Iowa, USA; Kansas, USA; Kentucky, USA; Louisiana, USA; Maine, USA; Maryland, USA; Massachusetts, USA; Michigan, USA; Minnesota, USA; Mississippi, USA; Missouri, USA; Montana, USA; Nebraska, USA; Nevada, USA; New Hampshire, USA; New Jersey, USA; New Mexico, USA; New York, USA; North Carolina, USA; North Dakota, USA; Ohio, USA; Oklahoma, USA; Oregon, USA; Pennsylvania, USA; Rhode Island, USA; South Carolina, USA; South Dakota, USA; Tennessee, USA; Texas, USA; Utah, USA; Vermont, USA; Virginia, USA; Washington, USA; West Virginia, USA; Wisconsin, USA; Wyoming, USA

What You'll Need

- A computer or laptop with a reliable internet connection
- Comfort working in Google Docs, Sheets, and shared cloud folders
- Strong attention to detail when reviewing documents
- Written communication skills for brief internal updates or clarification requests
- A process-first mindset—able to follow checklists and structured workflows

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

No Experience or License Required

This role was designed for people with no real estate background. All training is included. You'll be onboarded into the same system used by a high-volume investor who has processed hundreds of real estate contracts across multiple markets. You'll get:

- Real examples of contracts and assignments
- A detailed document workflow with every step mapped out
- Contract templates, delivery scripts, and version tracking tools
- Checklists that guide every deal from start to finish
- Case studies and walkthroughs of successful closings

The goal is to help you work independently and accurately—so you can earn while learning the business from the inside.

How Compensation Works

This is a results-based opportunity. You'll be compensated for each deal you help prepare and complete. Payments per completed transaction typically range from **\$2,000 to \$10,000**, depending on the complexity of the assignment and the market involved.

There are no quotas, no hourly rates, and no minimum commitments. You choose your workload. Whether you complete one contract a month or ten, your pay is tied directly to results.

Who This Role Is Built For

- People interested in real estate but not interested in cold-calling or closing
- Entry-level professionals ready to gain experience from home
- Admin assistants, project coordinators, or clerical workers looking to shift into real estate
- Freelancers and remote workers who prefer structure and predictable systems
- Parents, travelers, or anyone needing flexibility without sacrificing professionalism

Why This Opportunity Exists

Wholesalers find great property deals—but often don't have time to organize contracts, track timelines, or prepare assignment documents. That's where you come in. You'll support the operations side of the business, making sure every file is accurate, complete, and ready for delivery.

By managing the documentation, you become the force that keeps the deal on track—without ever needing to speak to a seller or attend a showing.

You'll Learn

- How wholesale real estate deals are structured and assigned
- What makes a contract legally compliant for assignment
- How to track deadlines, file versions, and deliverables in real estate deals
- What back-end roles exist in real estate and how they are monetized
- How to contribute to closings without ever buying or listing a property

This isn't theory—it's applied, transactional work. You'll be directly involved in deals that are happening now, and you'll get paid based on how well you follow the system.

Position Type

Remote | Contract-Based | Entry-Level Friendly | Flexible Hours

To access the onboarding system and begin supporting real estate transactions from home, see the description for next steps.



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