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## Remote Real Estate Contract Finalization Specialist | Work-from-Home | Entry-Level Path Into Wholesaling

### Description

A high-volume real estate group is recruiting remote team members to help finalize documentation for off-market property deals across the U.S. This is a contract-based, work-from-home role tailored for individuals who want to enter the world of real estate wholesaling without becoming agents, doing sales, or spending upfront capital. You'll be trained using a documented process created by a nationally known A&E-featured investor—designed specifically to help regular people become back-end contributors to real deals.

Your job isn't to find leads or close buyers. Instead, you'll focus on the final step in the wholesaling process: ensuring contracts are accurate, legally assignable, and delivered to the right party on time. It's a task-driven, detail-oriented position that rewards focus, follow-through, and organizational skills—not charisma or experience.

### What You'll Do in This Role

You'll join the workflow after a property has already been put under contract. The acquisition side of the deal is complete—your task is to prepare it for assignment to a cash buyer.

Your daily tasks will include:

- Verifying that all purchase agreement fields are filled out correctly
- Checking for valid signatures, matching terms, and deadline compliance
- Naming and organizing files using a predefined digital folder system
- Preparing assignment documents using fill-in-the-blank templates
- Ensuring all documents are stored, versioned, and labeled consistently
- Delivering final deal packets through secure cloud platforms or email
- Logging delivery confirmations and tracking deal status
- Archiving closed contracts in long-term record folders

You'll follow a project checklist for each file, ensuring no steps are skipped and no detail overlooked.

### What Makes This Unique

This role gives you hands-on experience with the engine of real estate wholesaling—assignment contracts. You'll work in the exact process investors use to generate five-figure assignment fees, while avoiding the pressure of being front-

### 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

and-center. It's a back-end role that supports the transaction, earns per result, and teaches a skill you can apply or scale later.

### **Comprehensive Training Provided**

No real estate experience is necessary. You'll receive training based on a repeatable, templated system developed by one of the most recognized investors in the industry.

You'll learn:

- How to interpret wholesale contracts and identify red flags
- The legal structure of assignment agreements and delivery best practices
- How to keep deal documentation compliant and audit-ready
- How to operate a simple document flow from contract receipt to close
- How to use templates, naming systems, and pre-written scripts to streamline tasks

Training includes videos, SOPs, templates, and real-world examples of completed transactions.

### **What You Need to Get Started**

- A computer with internet access
- Familiarity with basic tools like Google Docs, Sheets, and Drive
- Written communication skills for brief updates or clarifications
- Personal organization and the ability to work solo with consistency
- Confidence working inside a digital folder structure

### **Compensation Model**

This is a results-based opportunity. You'll earn a payout for each contract you process through to completion. Typical payouts range from **\$2,000 to \$10,000 per completed deal**, depending on the assignment size, turnaround time, and investor market.

There's no cap on how many deals you can support. Your income grows as your efficiency improves.

### **This Role Is Ideal For:**

- Entry-level workers or career changers interested in real estate
- Digital freelancers seeking project-based, document-focused tasks
- Admins or VAs who prefer structure and independent workflows
- Stay-at-home professionals, students, or side-hustlers looking for income with flexibility
- People who enjoy working from checklists, tracking tasks, and keeping records clean

### **What You'll Gain**

- A real-world skill used in thousands of property deals monthly
- A replicable workflow you can apply, refine, or scale
- Performance-based earnings with no ceiling
- Firsthand exposure to one of the most profitable real estate strategies
- The ability to contribute to high-value deals without cold calling or selling

### **Base Salary**

\$ 2000 - \$ 10000

### **Date posted**

April 29, 2026

### **Valid through**

01.01.2029

### Position Details

Remote | Entry-Level | Task-Based | Flexible Hours | No License Required

To access the full onboarding system and begin coordinating real estate deals from your own device, see the description for next steps.



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### Disclosure

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