



<https://remotejobrecruiting.com/job/remote-real-estate-deal-prep-specialist-no-experience-needed-start-supporting-real-transactions-from-home/>

LEARN MORE

Remote Real Estate Deal Prep Specialist | No Experience Needed | Start Supporting Real Transactions from Home

Description

An online real estate investment team is expanding its contract preparation division and hiring remote Deal Prep Specialists to support real estate wholesaling operations. This role is fully remote, beginner-friendly, and focused on document management—not selling, not calling, and not buying property. You'll be trained in a repeatable process built by a high-volume A&E-featured investor, where your job is to ensure wholesale contracts are ready for assignment and delivery.

This is a back-end role. You won't be negotiating or sourcing leads—you'll be the person who ensures deals are buttoned up, formatted correctly, and submitted with precision. If you're organized, independent, and like working behind the scenes, this could be your way into real estate without the usual hurdles.

What You'll Be Doing

As a Deal Prep Specialist, you'll handle the contract side of wholesale transactions once the seller has already signed the purchase agreement. Your job is to turn that raw document into a clean, final product ready for an investor buyer. You'll work inside a structured system that helps you stay on track with deadlines, formatting, and file management.

Your daily workflow includes:

- Reviewing signed property contracts for accuracy (names, dates, terms)
- Checking for missing or mismatched fields using a provided checklist
- Organizing documents into digital folders with standardized naming systems
- Completing and formatting assignment agreements for cash buyers
- Delivering completed contract packets via email or secure links
- Updating shared tracking sheets with deal status and delivery confirmation
- Archiving closed deals for legal compliance and payout tracking

Each deal follows the same steps. You'll be responsible for completing them cleanly and consistently.

Training Included

You'll be trained in a digital process used to close hundreds of real estate wholesale deals. The training walks you through:

- The structure of a wholesale deal from contract to assignment

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; 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 makes a deal legally assignable—and what causes problems
- How to manage file versions, folders, and templates
- Communication steps to resolve errors or gather missing info
- Full examples of real transactions from intake to final payout

Base Salary
\$ 2000 - \$ 10000

You won't be learning theory—you'll be learning a job you can do immediately.

Date posted
April 29, 2026

What You Need to Get Started

- A computer or laptop with a solid internet connection
- Comfort using Google Drive, Docs, and Sheets
- Ability to follow instructions and meet deadlines
- Strong organizational skills and attention to formatting
- Written communication skills for quick updates (no calls required)

Valid through
01.01.2029

What You Don't Need

- A real estate license
- Cold calling experience
- Sales skills
- A background in finance, law, or marketing
- Any upfront investment

This role is designed to be simple to learn and repeat, with no barriers to entry beyond your ability to follow through.

Compensation

This is a pay-per-deal opportunity. Each contract you complete from intake to final delivery earns you a payout, typically ranging between **\$2,000 and \$10,000 per transaction**, depending on deal size and speed.

You're not paid hourly—you're paid for delivering finished, error-free deals. Whether you work on one deal a month or build out your own queue of contracts, your income grows with your output.

Who This Role Fits Best

- Entry-level applicants looking for a legitimate remote opportunity
- Freelancers and virtual assistants who enjoy task-based work
- Admin professionals transitioning into a more flexible environment
- Stay-at-home parents or digital nomads seeking income without phone work
- Career switchers who want to break into real estate from a support position

Why This Role Matters

Every real estate wholesaler needs someone to finalize and prepare contracts for delivery. When paperwork is late or incomplete, deals fall apart. This role makes sure every transaction is clean, compliant, and delivered on time—protecting profits and enabling smooth closings.

What You'll Walk Away With

- A scalable skill you can offer to other real estate professionals
- Templates and workflows that you can reuse or build into a full-time gig
- Firsthand experience working with real estate documentation
- A work-from-home career path with no licensing or selling

- Consistent, project-based income based entirely on execution

Position Type

Remote | Project-Based | Entry-Level | Flexible Schedule | No License Required

To start training and gain access to your first real estate transaction workflow, see the description for instructions.



LEARN MORE

Disclosure

Disclaimer: Please note that RemoteJobRecruiting.com is NOT a recruitment agency. We are not an agent or representative of any employer.

Marketing Disclosure: This website is a marketplace. As such you should know that the owner has a monetary connection to the product and services advertised on the site. The owner receives payment whenever a qualified lead is referred but that is the extent of it.

Be sure to check out our partner sites at [Jobtacular](#)