

REAL ESTATE VIRTUAL ASSISTANCE SERVICE CONSULTING

TKDGLOBALENTERPRISE.COM

About TKD GLOBAL ENTERPRISE

CONTRACT-TO-CLOSE CONCIERGE FOR REAL ESTATE PROFESSIONALS



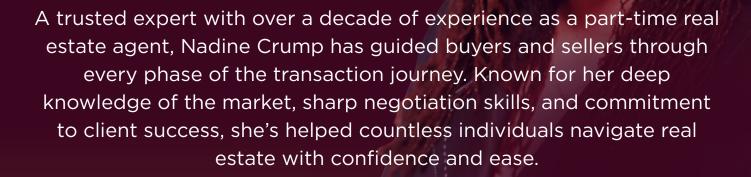
TKD Global is a boutique transaction coordination and administrative support company designed to serve topproducing agents and real estate teams.

Founded on the principles of excellence, professionalism, and reliability, TKD Global provides end-to-end support throughout the real estate transaction process — from contract to close — so that agents can focus on revenue-generating activities while we handle the details.



Nadine Crump Founder &

Lead Transaction Coordinator



Now, through TKD Global Enterprise, she leverages that real estate experience — paired with 30+ years of administrative leadership — to provide real estate professionals with a seamless, concierge-level experience. Her strengths include elite organization, high-level relationship management, detail-oriented execution, performance and incentive management, leadership etiquette, and the ability to consistently make her team — and her clients — shine.

"My goal is to give agents their time back. You close more deals. I handle the paperwork, the timelines, the details. That's what I do best."



Our Client

We proudly serve:

- Independent real estate agents
- Top-producing teams
- Boutique brokerages
- New agents looking to scale
- Brokers in need of back-office support

TKD Global Enterprise specializes in helping our clients reclaim their time, increase productivity, and deliver a polished, white-glove experience to their buyers and sellers.



Contract preparation including disclosures and forms

Pre-market to contract closing

Pre-market to MLS entry and updates

Ensure compliance with all state forms

Preparation of marketing materials

Communication with sellers

Ensure all required documents are signed by the appropriate parties

Back-office support for office tracking portal

Showings, photos, inspections, appraisals, walk-throughs, open houses, and more.

*Available in the Washington, D.C. metro area.



Why Work With Us?

The Key to Our Success

Over 30 Years of Professional Executive Support

- In-depth understanding of real estate from the agent's viewpoint
- Effortless communication with agents, clients, and vendors
- Dedicated to maintaining confidentiality, professionalism, and excellence
- Systems-oriented, organized, dependable, and punctual
- Enhanced client experience leads to repeat business and referrals for you





LET'S WORK TOGETHER!

NADINE CRUMP
INFO@TKDGLOBALENTERPRISE.COM
(202) 429-0440

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