



## Listing | \$125/Listing

(Payment due within 10 days.)

- Introduce ourselves to the clients as your Transaction Coordinator
- Review MLS Input Form for accuracy.
- Confirm property's field card and current tax rate with local town hall.
- Update MLS with Listing, Photos, Disclosures, and Open House Dates.
- Order sign installation. (If applicable)
- Review all paperwork for completion and follow up for incomplete paperwork.
- Enter transaction and upload documents to your Company's Preferred Program.
- Process Withdrawals, Price Changes, and Extensions into MLS and Company Preferred Program.
- Receive reminder 1 week before expiration date.
- In the event the property does not go under contract in 30 days we will remind you to set a CMA review with your client

## Sales Package | \$399.99/sale

- Prepare/Review P&S Agreement, obtain electronic signature, review disclosures and other amendments.
- Contact your client to introduce ourselves as your Transaction Coordinator
- Confirm delivery/acceptance of Earnest Money Deposit
- Delivery of fully executed P&S to client and their attorney.
- Update MLS and maintain appropriate status of transaction.
- Track the deadlines of contract agreement, loan commitment, and inspection contingency.
- Upload all paperwork into Company Preferred Program.
- Maintain Contact with all parties, update information as necessary, and obtain any outstanding items.
- Review of Repair Request/Repair Addendum and confirm appraisal.
- Prepare any extensions as needed and upon approval by agent, obtain electronic signatures.
- Email Client the Resource List informational letter.
- Coordinate: Inspection, Smoke certification, Final Readings (Water, Sewer, Oil, Propane, Etc.), and Final Walkthrough.
- Request/receive co-broke commission statement and W-9.
- Prepare the commission statement & submit to appropriate parties.
- Request a copy of the CD for Agent to review
- Confirm Time/Date of Closing with Attorneys
- Upload documents to Company Preferred Program for closing and commission payment.

## Buyer Package | \$399.99/sale

- Prepare/Review P&S Agreement, obtain electronic signature, review disclosures and other amendments.
- Contact your client to introduce ourselves as your Transaction Coordinator
- Confirm delivery/acceptance of Earnest Money Deposit
- Delivery of fully executed P&S to client, lender, and their attorney.
- Update MLS and maintain appropriate status of transaction
- Track the deadlines of contract agreement, loan commitment, and inspection contingency
- Coordinate inspections with Buyer and Agent.
- Confirm appraisal status with lender.
- Prepare Request for Repairs and Repair Addendum.
- Email Client the Resource List informational letter.
- Upload necessary paperwork into Company's Preferred Program.
- Maintain contact with all parties, updating them and requesting any outstanding items.
- Submit all reimbursements.
- Prepare the commission statement & submit to appropriate parties.
- Request copy of CD for Agent to review.
- Confirm/coordinate Final Walkthrough
- Confirm Time/Date of Closing with Attorneys
- Upload all Closing Documents to Company's Preferred Program for Commission Payment.

## Dual Facilitation | \$550

A la Carte/Coverage Services | Fulfilled Based on Availability

- Open House Coverage (Inquire for Pricing)
- Inspection Coverage (Inquire for Pricing)
- Pre-Smoke (Non Install): \$50.00
- Smoke Cert/Appraisal Coverage: \$50.00
- Ask about Virtual Assistant Services!
- Final Water or Oil Reading: \$25.00
- Final Walkthrough: \$25.00
- Misc Buyer Property Access or Courier Services: \$25.00
- Offer/Letter of Intent Drafting: \$25.00
- Personalized Thank You notes

**Referral Program | \$75.00 off your next Contract-to-Close after your referral completes their first closing!**

**No payment on Sales/Buyer Packages until closing!**