

catalog



Transaction Coordinating Made Easy



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# SERVICE CATALOG

- Set up file in broker's transaction management system - upload documents, add contacts
- Introduce myself as your TC, via email, and provide timeline to your client - buyer/seller
- Order NHD Report and Home Warranty - if needed
- Prepare a disclosure packet, if seller - in Zip Forms and Glide
- Maintain file and completion of documents in compliance with broker's office requirements
- Monitor contract timeline and contingency deadlines
- Have agent acknowledge RR, CR, RRR - if applicable
- Confirm closing with escrow and request any missing items
- Complete transaction file

\*Agent should provide : Completed RPA/RLA and buyer/seller contact information

*\*First Four Transactions : BUYER \$300 / LISTING \$350*

**\$350 Buyer**

**\$400 Listing**

\*Fees are subject to change

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# SERVICE CATALOG 2

- Set up file in your broker's transaction management system – upload documents, add contacts
- Maintain file and completion of documents in compliance with broker's office requirements
- Commission Demand
- Complete transaction file

\*Agent should provide : Completed RPA/RLA and buyer/seller contact information

**\$200 Buyer / Seller**

\*Fees are subject to change

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# ADDITIONAL

## Transaction Services :

Open Escrow - \$20

Closing Packet - \$75

Includes: email survey rating agent, home warranty, "What To Expect"

## Real Estate Services :

Cold calling/Follow up on leads - \$ 20 / hr

Input contacts into CRM - \$20 / hr

Order closing gifts - \$50 starting  
Flowers, signs, custom boards

## Marketing Services :

Advertising - \$30 starting  
Design flyers, signs

Business Advertising - (design only)

Logo - \$40, Business card - \$30, Social Media posts - 6 for \$30

Website - \$300-600 starting

All services available in Spanish - consult with me

\*Services not listed can be made available after agreement

\*Fees are subject to change

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