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# PRICE LIST

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## FULL SERVICE \$400

- **SEND OFFER CONTRACT, DRAFT AND REVIEW THE EXECUTED CONTRACT FOR ACCURACY AND ENSURE THAT THE APPROPRIATE ADDENDA & DISCLOSURES ARE ATTACHED.**
- **UPLOAD ALL DOCUMENTS INTO THE BROKER COMPLIANCE SOFTWARE.**
- **COMMUNICATE WITH AGENT TO CORRECT, REQUEST, OR DELEGATE REQUIRED CORRECTIONS OR DOCUMENTATION.**
- **SEND CALENDAR INVITES WITH IMPORTANT DATES TO THE AGENT'S PREFERRED EMAIL.**
- **SEND WELCOME EMAILS TO ALL PARTIES TO ENSURE AN OPEN LINE OF COMMUNICATION BETWEEN INTERESTED PARTIES.**
- **EXCHANGE SUPPORTING DOCUMENTATION & DISCLOSURES, SUCH AS THE SELLER'S DISCLOSURE, SURVEY, T-47 AFFIDAVIT, ETC, TO ALL PARTIES.**
- **DRAFT AMENDMENTS AND OTHER REQUIRED DOCUMENTS**
- **SEND UPDATES AND RECEIPTS FOR REPAIRS TO COOPERATING AGENT**
- **UPDATE MLS WHEN PROPERTIES ARE PENDING, SOLD, OR ACTIVE**
- **REQUEST UTILITY INFORMATION WITH THE SELLER AND PROVIDE IT TO THE BUYERS. REMIND CLIENTS TO TURN UTILITIES ON OR OFF.**
- **SCHEDULE CLOSING AND THE FINAL WALK-THROUGH WITH CLIENTS AND COOPERATING AGENT.**
- **PROVIDE DETAILED EMAILS TO CLIENTS ON HOW CLOSING IS TO OCCUR, INCLUDING FUNDING, EXCHANGING OF FUNDS, AND KEY EXCHANGE.**
- **SEND CALENDAR REMINDERS AND DRAFT EMAILS/LETTERS TO THE AGENT, PERSONALLY REMIND THE AGENT TO FOLLOW UP WITH THE CLIENT AFTER CLOSING, AND SEND A REVIEW REMINDER.**

## COMPLIANCE ONLY \$100

- **ONLY UPLOAD DOCUMENTS REQUIRED FOR BROKER TRANSACTION SOFTWARE**

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