



FEE SCHEDULE

AGENT ONBOARDING

A one-time account setup fee to establish agent account in transaction management system, personalized branding configuration, custom task lists, review link integrations, and master profile setup.

Agent Onboarding	\$100
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LISTING COORDINATION

From listing setup and changes to broker file submission, keep your listings organized and compliant.

Listing Documents Preparation	\$50
Listing Coordination	\$100
Listing Coordination w/o MLS Data Entry	\$75
Additional MLS Data Entry (per add'l MLS)	\$25
Listing Document Broker Submission Only	\$25

TRANSACTION COORDINATION

Includes communication with all parties, administrative file organization, system document uploads, timeline tracking, check-ins, and other administrative coordination services.

Transaction Coordination	\$350
Unlisted/FSBO Sale MLS Data Entry	\$25
Withdrawn Transaction (based on completed phases)	\$100-\$325

FEE SCHEDULE FOR WITHDRAWN TRANSACTIONS

Elite Transactions dedicates immediate administrative labor to every file. If a transaction is withdrawn prior to closing, fees are itemized and billed strictly for completed and earned phases of work as follows:

● Phase 1: File Processing	\$100
● Phase 2: Inspection Document Tracking	\$25
● Phase 3: Administrative Milestone Tracking	\$75
● Phase 4: Title & Loan Compliance Tracking	\$50
● Phase 5: File Audit & Closing Prep	\$75

Individual phase fees are combined up to the point of withdrawal. Transactions that successfully reach the closing table bypass this menu and are billed at the standard flat-rate Transaction Coordination fee.

Ready to offload your paperwork?
Call or text 319-403-IATC to set up your account today.