

FEE SCHEDULE

SETUP

Includes agent onboarding in transaction management system, personalized branding, custom task lists, review links, and more.

One-Time Fee

\$100

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 Input

\$75

Additional MLS Input (per add'l MLS)

\$25

Listing Compliance Submission Only

\$25

TRANSACTION COORDINATION

Includes everything from communicating with all parties to file organization, timeline tracking, check-ins, and more.

Transaction Coordination

\$350

MLS Listing Comp Input

\$25

Termination (based on progress of file)

\$100-\$325

TERMINATION FEE PRORATION

FILE PROGRESS

●	File Processing	\$100
●	Inspections	\$125
●	Mid-Transaction Management	\$200
●	Loan/Title Check-In	\$250
●	Preparing for Closing	\$325

*Applies for all contracts terminated by buyers, sellers, Transaction Coordinator, or Real Estate Agent.



ADDITIONAL TERMS

- Listing and transaction coordination fees are charged per file.
- If a listing prepared by Real Estate Agent has not been submitted for compliance at the time a transaction coordination form is received, a listing file compliance fee will apply.
- Services are subject to permitted access to applicable accounts, platforms, and systems.
- Fees are subject to change, and additional fees, including rush or special service requests, may apply.
- All fees are non-refundable unless stated otherwise.
- Cards saved in the billing system will be automatically charged for future invoices unless an alternative payment method is arranged in advance.

