

Professional transaction coordination with multiple packages tailored to help individual agents and teams enhance their business and achieve their goals.

CONTRACT PREPARATION

Have contract documents prepped and ready to review while you're on the go during business hours.

listing
\$50

offer
\$25

LISTING MANAGEMENT

Listing coordination including photo orders, MLS input and changes, and status emails to clients.

\$100

CONTRACT TO CLOSE

Expert closing coordination, including file organization, document prep, timeline tracking, and check-ins.

\$350

No onboarding fees or termination fees. No contract to close fee if your contract terminates.



250+ successful closings!

With consistent communication, attention to detail, streamlined systems, and a high level of confidentiality and integrity, my goal is to ensure the success and satisfaction of all parties.

Hanna Techau, Owner &
Transaction Coordinator





OVERVIEW OF TASKS

SELLERS

Contract Preparation

- Draft listing documents

Listing Management

- Schedule photos
- Calendar listing date
- Order listing home warranty
- Input all data, photos, and documents into the MLS
- Set up showings scheduler
- Send pre-listing and listing live emails to clients
- Draft price change documents
- Make changes to the MLS as needed
- Submit and ensure approval of all compliance documents

Contract to Close

- Calendar all dates and deadlines
- Send under contract emails to all parties
- Collect earnest money receipt
- Order or convert home warranty
- Send what's next, mail, and utility emails to clients
- Confirm appraisal has been ordered
- Maintain regular contact with all parties for status updates and outstanding items
- Draft forms as needed
- Send executed documents to appropriate parties
- Maintain file organization
- Send all invoices to be paid at closing to closer
- Confirm release of contingencies
- Send closing confirmation emails to all parties
- Submit and ensure approval of all compliance documents
- Send thank you and final check-in emails to clients
- Send review request emails to clients

BUYERS

Contract Preparation

- Draft offer documents

Contract to Close

- Calendar all dates and deadlines
- Send under contract emails to all parties
- Send electronic earnest money request and save payment receipt
- Order home warranty
- Send what's next, mail, and utility emails to clients
- Confirm appraisal has been ordered
- Maintain regular contact with all parties for status updates and outstanding items
- Draft forms as needed
- Send executed documents to appropriate parties
- Maintain file organization
- Send all invoices to be paid at closing to closer
- Confirm release of contingencies
- Send closing confirmation emails to all parties
- Submit and ensure approval of all compliance documents
- Send thank you and final check-in emails to clients
- Send review request emails to clients
- Add FSBO or outside-MLS sale to primary MLS
- Verify accuracy of sold information on the MLS
- Send tax credit/exemption application email to clients

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industry news, and more?

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