ELITE | TRANSACTIONS

TRANSACTION COORDINATION

SERVICES & PRICING

SETUP

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

One-Time Fee	$125

LISTING COORDINATION

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

Listing Coordination	$100
Add-On: Listing Documents Preparation	$50
Add-On: Additional MLS Listing Input (per add'l MLS)	$25
Listing File Compliance Only	$50

TRANSACTION COORDINATION

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

Transaction Coordination	$350
Add-On: MLS Listing Comp Input (for non-MLS listings)	$50
Termination (based on progress of file)	$100-350

Listing and transaction coordination fees are per file.
Fees are subject to change and additional fees may apply.

GENERAL TASK LIST

LISTING COORDINATION
- Schedule photos
- Add listing dates to calendar
- Send introduction email to clients
- Enter listing as draft in MLS
- Send listing live email to clients
- Order listing home warranty
- Draft price change documents
- Update MLS status or content
- Submit and ensure file compliance
- Process listing cancellation or expiration

TRANSACTION COORDINATION
- Update MLS status
- Add contract dates to calendar
- Draft commission statement
- Send introduction emails
- Order home warranty
- Order utilities concierge service
- Track earnest money
- Track appraisal
- Track loan status
- Draft amendments
- Send executed documents to parties
- Email closing reminders
- Confirm release of contingencies
- Schedule closing
- Email closing packet to closers
- Email closing instructions
- Request final statement for review
- Maintain file organization
- Submit and ensure file compliance
- Send post-close check-in to clients
- Send review request to clients
- Verify sold information in MLS
- Email tax credit reminder to clients
- Enter listing comp as draft in MLS*
- Process contract termination*

*Separate fees apply

ELITE TRANSACTIONS
TRANSACTION COORDINATION