

SERVICES & PRICING



● SETUP

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

One-Time Fee	\$125
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● LISTING COORDINATION

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

Listing Coordination Fee Per File	\$100
Add-On: Listing Documents Preparation Fee Per File	\$50
Listing File Compliance Only Per File	\$50

● TRANSACTION COORDINATION

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

Transaction Coordination Fee Per File	\$350
Termination Fee Per File (based on progress of file)	\$100-350

*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 expiration or cancellation

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 to review
- Maintain file organization
- Submit and ensure file compliance
- Send post-close check-in to clients
- Send review request to clients
- Enter comps as draft in MLS
- Verify sold information in MLS
- Email tax credit reminder to clients
- Process contract termination