



FEE SCHEDULE

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 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-\$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 dependent on Transaction Coordinator's permitted access to accounts, platforms, or 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.

