



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 brokerage file submission, keep your listings organized and compliant.

Listing Coordination

\$100

Add-On: Listing Documents Preparation

\$50

Add-On: Additional MLS Listing Input (per additional 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

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 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