

## Nova TC Pre-Market Listings Service & Price List

### Agent responsibilities

- *Secure listing*
- *Send a purchase contract (with all the appropriate Exhibits) to your "TC" within 24 hours of going under contract, for maximum leverage*
- *Legal Negotiation*
- *Fiduciary Duty to client, use diligence by reviewing all documentation for accuracy*
- *Timely communication with your dedicated "TC" throughout entire sale transaction*

*\*\*See below for more details.*

### Communication

	<b>Full Service \$350</b>	<b>Paperwork Only \$150</b>	<b>MLS Input \$100 each MLS</b>
Licensed "TC" with Expert knowledge of real estate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Same "TC" dedicated to all your files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Agent-client cc'd on all communication	<input checked="" type="checkbox"/>		
Introduction and "Thank You For Listing" email sent to seller(s) with copies of all documents	<input checked="" type="checkbox"/>		
"Just Listed" email sent to seller with shareable link to MLS and social image graphic attachments	<input checked="" type="checkbox"/>		

### Compliance and Documents

Your dedicated "TC" will organize and label documents (i.e. Dotloop docs and folders)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
"TC" sends out Exclusive Right to List (if requested) and all listing documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
"TC" reviews all documents for accuracy and completeness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
"TC" will send out listing documents for completion and signatures under agent direction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
"TC" retrieves any missing signatures and makes any corrections, under agent direction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Creates and completes brokerage listing file and any brokerage forms (i.e. SkySlope, Command, Sales Input etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Uploads completed listing documents for brokerage compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

## MLS

"TC" uses MLS Input form to gather information from seller	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
"TC" enters listing in MLS(s)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
"TC" verifies and uploads listing documents to MLS(s): Seller Disclosure, HOA & CCR's, LBP, etc	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Uploads photos to MLS(s)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Does the write-up for the "Property Description" and "Private Agent Notes" upon request	<input checked="" type="checkbox"/>		

## Customized Tools

Social Media Shareables to promote the listing	<input checked="" type="checkbox"/>		
"Just Listed" agent-branded social media post with agent's photo, contact information and property photos	<input checked="" type="checkbox"/>		
Neighborhood Report & Infographics	<input checked="" type="checkbox"/>		
Multiple offer spreadsheet template provided to agent at the time of listing	<input checked="" type="checkbox"/>		
Upgrades, remodels and unique elements list for the MLS docs	<input checked="" type="checkbox"/>		
Utilities from seller, as listed on agent-branded utility sheet for the MLS	<input checked="" type="checkbox"/>		
"Photography Tips & Preparation For Showings" informational sheet for your clients	<input checked="" type="checkbox"/>		

## Scheduling and Setup

Schedule photography (as requested) and provide photography tip sheet to sellers	<input checked="" type="checkbox"/>		
Prepare the transfer and/or the purchase of Home Warranty Policy (if applicable)	<input checked="" type="checkbox"/>		
Setup Showing Instructions (if applicable)	<input checked="" type="checkbox"/>		

## \*\*Details

- Pre-market listings require at least 48 business hours for processing. If photography is requested; more time may be needed, depending on your vendors
- For deals that do not close, there is no charge. We hope to close your next deal!
- Files received before 12:00 PM will be started the same day
- Service selection may be requested [here](#)
- Payments for all TC files are ***due and payable at closing***.