

STELLAR ADMIN SOLUTIONS

EMPOWERING AGENTS, STREAMLINING SUCCESS

Contract to Close

Transaction Coordination the *Stellar Way*

At Stellar Admin Solutions, we go beyond task management — we're here to enhance your client experience and help your business shine. Our TC Service's blends structure with flexibility, offering the tools and support you need while keeping your personal touch at the forefront.

What makes Stellar different?

We don't believe in one-size-fits-all. We tailor our systems to match your workflow, communication style, and branding — so your clients feel supported every step of the way.

Here's what's included:

- **Streamlined Workflow:** Clear systems that keep your transaction moving, without added overwhelm.
- **Proactive Communication:** Deadline calendar invites, weekly updates, and real-time check-ins to keep everyone aligned.
- **Customized Client Support:** We mirror your approach — email, phone, text — whatever fits your style best.
- **Branded Touchpoints:** Your logo on all key documents that reflects your professionalism.
- **Comprehensive Oversight:** We handle the behind-the-scenes details so you can focus on relationships.
- **Compliance:** We ensure full compliance, so nothing gets flagged after the fact.

Stellar Admin Solutions is for agents who want more than a checklist — they want a partner. We help you deliver a consistent, high-level experience that reflects your brand and builds trust with your clients.

\$450

Admin Services

- File Organization
- Streamlining Processes & Procedures
- Creating Strategy Plans for Growth
- CRM Development & Optimization
- Preparing Reports & Spreadsheets
- Research & Special Projects

Varies

Double Sided

\$800

Listing Prep

\$150

Compliance Only

\$100

Spring Time Special:

First File
Completely
FREE!

No Stings Attached

Stellar Solutions streamlines transactions, allowing real estate agents to focus on growing their business. Our packages, ranging from per-file coordination to comprehensive admin support, are designed as an investment in your success, helping you save time and increase efficiency.

Let's team up to simplify your workflow and accelerate your growth!

Christina Nathanson

