

MAESTRO, LLC



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Get back to the
Business you Love
& let us take over your
Busy Work

SERVICE AREAS

KS, MO, TX, WA, PA, FL

*OPEN TO OTHER STATES

Hablamos Español

SERVICE
PACKAGES & FEES

CONTRACT PACKAGES

COMPLIANCE ONLY

\$150

\$250 CA and NY

- Upload, organize and audit all documents for brokerage compliance
 - Request CDA

COMPLIANCE + COORDINATION

\$275

\$375 CA and NY

- All Compliance Services listed above
- Transaction Summary and Key Deadlines
- Sending documents for signatures (clients and agents)
- Follow-up for missing documents

*This service does NOT include client or third-party communication or transaction coordination.

LUX

\$400

\$500 CA and NY

For the Agent with fluctuating closings. Set yourself apart from the competition.

- Complete Contract to Close Service (more details on next page)
 - Paperwork
 - Escrow Management
 - Contingencies
 - Compliance
 - Tracking Deadlines
 - Communication with all parties
 - Closing
 - Post Closing

We ensure
a superior service
no matter the
package.

BUYER COMPLETE CONTRACT TO CLOSE SERVICE

\$400

\$500 CA and NY

Paperwork

- Review Offer to Purchase Contract and Disclosures to obtain missing information/signatures
- Ensure disclosures are provided within contractual timelines
- Ensure all necessary paperwork is in at the time of closing

Escrow Management

- Initiate and coordinate the opening of Escrow
- Coordinate delivery of EM and obtain receipt
- Order Home Warranty if applicable & confirm it's ready before closing
- Send Home Warranty invoice to Title/Attorney
- Order Appraisal and get ETA on report
- Coordinate with Lender & Title to ensure lender docs are received and CD is delivered
- Review Closing Disclosure/HUD (Final approval required by Agent)

Contingencies

- Schedule initial inspections
- Draft/send repair requests & contract amendments for electronic signatures (Input & Final approval required by Agent)
- Confirm repair request documentation are signed by all parties
- Obtain agreed upon repair receipts from Listing Agent and share with Agent & Client

Compliance

- Upload, organize and audit all documents for brokerage compliance

Project Management Tracking

- Monitor all deadlines according to the contract agreements & follow-up as needed to stay on schedule
- Add key deadlines to Agent & Client calendars (Inspections, EM Date, TRID & Walk-through) for alignment
- Monitor appraisal completion by ETA given

Communication

- Send a Congratulatory Under Contract email to client and Intro Email with visual timeline to all parties.
- Maintain weekly contact with all parties involved for status updates and outstanding items
- Remind Buyer on HOI policy to be sent to lender
- Weekly Updates to Agent

Closing

- Obtain Utility Information
- Order Commission Request and send to Title
- Schedule Closing date and time with Client, Agent & Title/Attorney

- Send client our Closing Prep Email a week before closing which will include the following:
 - Closing Day Checklist (Pre & Post)
 - Utility List w/instructions
 - Closing Expectations (CD Due Date, notice on future communication from the title on wire Instructions, closing day/time, walk-through coordination, etc.)
- Schedule Final Walk-through
- Coordinate closing gift for client as applicable
- Ensure client confirms wire instructions with title prior to wiring funds to prevent wire fraud
- Receive executed closing docs from Title/Attorney and close out In Compliance

Post Closing

- Prompt your client to provide you a rating/review on social media
- Share all transaction files to client

SELLER COMPLETE CONTRACT TO CLOSE SERVICE

\$400

\$500 CA and NY

Paperwork

- Review Offer to Purchase Contract and Disclosures to obtain missing information/signatures
- Email executed paperwork to client

Escrow Management

- Confirm Escrow has been initiated
- Coordinate delivery of EM and obtain receipt
- Send Title Info sheet to Client for Completion
- Order Home Warranty if applicable & confirm it's ready before closing
- Send Home Warranty invoice to Title/Attorney
- Coordinate with Title to ensure lender docs are received and CD is delivered
- Monitor and review Closing Disclosure/HUD (Final approval required by Agent)

Contingencies

- Draft/send repair requests & contract amendments for electronic signatures (Input & Final approval required by Agent)
- Confirm all repair requests have been executed prior to deadline
- Gather repair receipts/invoices from Client and send to Buyers Agent

Compliance

- Upload, organize and audit all documents for brokerage compliance

Project Management Tracking

- Monitor all deadlines according to the contract agreements & follow-up as needed to stay on schedule
- Add key deadlines to Agent & Client calendars (Inspections, EM Date, TRID & Walk-through) for alignment

Communication

- Send a Under Contract visual timeline to client
- Maintain frequent communication with Buyer's Agent & Title/Attorney for status updates and outstanding items
- Weekly Updates to Agent

Closing

- Send Utility Information to Buyers Agent
- Order Commission Request and send to Title
- Confirm Final Walk Thru and Key Administration with Buyers Agent
- Send Closing Prep Email to Seller a Week before closing day
- Schedule Closing date and time with Client, Agent & Title/Attorney
- Confirm if Funded

Post Closing

- Prompt your client to provide you a rating/review on social media
- Share all transaction files to client

DUAL AGENCY* \$600 - \$650
\$800 - \$850 CA and NY

Depending on if one Agent is working both sides or if two agents on one team are representing each side.

CONTRACT TO CLOSE

TERMINATIONS*

If the file is terminated and you would like us to close out the file by creating the Termination Form, obtaining signatures, closing out the file in compliance & following up on the EM refund, there will be an **OPTIONAL \$75 Close Out Service Fee** for the 1st and 2nd termination.

LISTING PACKAGES

ELITE PRE LISTING

\$275

\$450 CA and NY

24 -48 HOUR SERVICE

PAYMENT DUE UPON COMPLETION

PAID UP FRONT

MLS ONLY

\$125

\$225 CA and NY

- MLS Data entry
 - All the details and fields complete

STANDARD LISTING

\$175

\$300 CA and NY

- MLS Data entry
- Compliance

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Paperwork

- Intro to Seller
- Send Listing Agreement & Disclosures to get completed & obtain missing signatures
- Send Copies of Paperwork to Clients
- Call HOA to Confirm Dues/Assessments & Obtain Docs if Possible
- Request Preliminary Title Work

Scheduling

- Schedule the following items as needed (Agent or Client pays):
- Cleaning
- Staging
- Professional Pictures

Data Entry and Attachments

- Input Listing Information into MLS including photos and disclosures (Note: Agent is responsible for MLS fees for admin access)
- Add necessary Information into Showingtime
- Create Offer Instructions & Utility Sheet

Marketing

- Create a New Listing Flyer (will send Agent PDF) or social media graphic

A LA CARTE

PAYMENT DUE UPON COMPLETION

MARKETING

This is very specific to each realtor and brokerage. However, I can work with any budget. If you have a project, please contact me and we can work on pricing.

DESIGN WORK

\$50 p/h

Brochures, newsletters, postcards, listing presentations, websites, buyer/seller resources and more. Design work is charged at an hourly rate. An estimated quote will be provided prior to the work being started.

If Agent would like to always use the same template, it would be \$50 for the design work and then \$25 per each listing flyer using the same template chosen.

MARKETING PACKAGE

\$125 - \$200

The Marketing Service package includes 1 flyer and 3 social media graphics.

3 SOCIAL MEDIA GRAPHICS PER TRANSACTION

starting at \$50

These are some additional services that we provide in addition to the core Transaction Management services. If there is something you need that isn't listed just ask.

Special Project Work: applicable on a case by case basis - paid upon completion.

- Prepare Offer and Addenda for Signatures
\$50 (\$75 after hours)
\$75 (\$100 after hours) CA and NY
- Prepare Buyer Agency Agreement documents. **starting at \$35**
- Prepare Listing Agreement documents **starting at \$35**
- Agency Compliance **\$50 (\$100 CA and NY)**
- Repair Requests
- Pre-Listing Management
- Net Sheets
- Create Listing Home Books
- Flyer/Brochure Design
- Data Entry
- Social Media Set Up
- Website Design and update

DISCOUNTS

LISTINGS

Receive a **\$25** Discount on your Contract to Close Price if we prepared your listing on Standard and Elite Packages

REFERRALS

For every referral that registers and closes a transaction with us, you will both receive **\$25** off your next transaction.

TEAM DISCOUNTS

Custom Monthly & Team Pricing Available

