

TRANSACTION COORDINATOR 4 YOU

Stop worrying about the details!

Agent Request for Services

Agent Name:
License #:
Agent Phone:
Brokerage Name:
Brokerage Address:
<i>Please attach your office IABS.</i>

Please circle requested service and send to cindy@cindywingo.com. (Please text or call upon sending 713-927-4910.)

Listing Service

- | | |
|-------------------------------------|--|
| 1. Initial Listing | \$350 |
| 2. Receipt of Offer | \$375 |
| 3. Other Listing Services | |
| a. Listing Photos | \$200 (Local only) |
| b. Re-Listing or List on Second MLS | \$100 |
| c. Install Agent's sign | \$100 (Local only) |
| d. Open House | \$100 (2 hours Sat or Sun) |
| e. E-Blast to Agent's client list | \$75 |
| f. Attend Closing | \$50-\$100 (depending on location.) |
| g. Notary Services | No-charge (current client),
\$10/document (all other) |

Buyer Service

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|---|--------------------------------------|
| 1. Buyer Offer Service | \$300 (per offer) |
| 2. Contract to Close Service | \$450 |
| 3. Other Buyer Services | |
| a. Prepare Buyer Rep documents prior to showing. (\$25) | |
| b. Schedule Tour | \$20 (per location) |
| c. Assist Agent with showings | \$50 (per location) |
| d. Meet Inspector/Appraiser/Repair | \$100 per meeting |
| e. Attend Closing for Agent | \$50 – \$100 (depending on location) |
| f. Client gift | \$50 (plus cost of gift) |

Complete confidentiality on all transactions is my guarantee to all Realtor clients.