



# SERVICES and RÉSUMÉ

ALEXANDRA THEIS  
Realtor®/Broker

**ABODE**  
SOUTHEAST PROPERTIES

**kw** GREATER DOWNTOWN  
KELLERWILLIAMS. REALTY

 407-223-5423

 [abodesoutheast.com](http://abodesoutheast.com)

 [alex@abodesoutheast.com](mailto:alex@abodesoutheast.com)

 Keller Williams Realty/1830 Washington St  
Chattanooga TN 37408

# CLIENT SERVICES



## Consultation and Planning

Our consultation and planning services are designed to set the foundation for a successful real estate transaction from the start. We begin with a thorough assessment of your needs and goals, discuss financial readiness, and educate you on current market conditions in your area.



## Home Search, or Comps

Our search service is tailored to find properties that fit your specific criteria. We utilize the advanced MLS system for both buyers and sellers; buyers are the first to know of private, office exclusive, and “coming soon” listings, and sellers are updated on homes similar to theirs that are selling, going under contract, and are active in their area.



## Transaction Management

Transaction management involves overseeing the complex aspects of real estate deals to ensure a smooth and streamlined process. This includes Abode negotiating terms, managing deadlines, and coordinating with other stakeholders such as lenders, vendors, inspectors, and appraisers.



## Closing Support

Closing support means more to us than just getting you to the closing table. We guide you through the final steps of your real estate transaction, from final inspections to the handling of closing costs and paperwork, ensuring you're making informed decisions throughout the process.



## Fees and Compensation

We believe in transparency regarding our fees and compensation. All costs are clearly outlined from the beginning with no hidden charges. Our fee structure is based on providing value, ensuring that you receive top-tier service commensurate with your investment. Compensation is **always** negotiable.



## Commitment to Ethics

Our commitment to ethics is unwavering. We adhere to the highest standards of professional conduct, abiding by the code of ethics set forth by national and local real estate associations. This commitment ensures that we operate with integrity, transparency, and fairness in all our interactions—protecting your interests and fostering a trust-based relationship.



## Client Relationships

We view our client relationships as partnerships and friendships that extend beyond a single transaction. Our goal is to be your trusted real estate advisor for life, offering continued support, advice, and services as your needs evolve.

# MY COMMITMENT TO YOU

**I will** always provide you with expert advice and consulting so that you're able to make the best decision for yourself and your family.

**I will** always be 100% forthcoming about the pricing of a home, its condition and how it compares to others on the market.

**I will** always give you the truth, regardless of the situation.

**I will** always do what is right for your best interest.

**I will** fight to ensure you get the most for your investment in the right amount of time.

**I will** always use the most effective strategies to construct your offer.

**I will** always communicate with you proactively.

**I will** always return your phone calls, e-mails, and text messages with urgency.

**I will** pro-actively spend every day aggressively searching for homes, or buyers, that suit your needs.

**I will** stay in communication with all parties involved in your transaction to ensure continuity of professional attention.

# MISSION STATEMENT

It is my mission to provide an experience that is so positive that you'll feel the trust, comfort, and confidence in securing a real estate agent for life. I believe that working hard at something you love to do, with people you trust, is one of the greatest experiences in life. As a result, I pride myself in providing some of the most professional, loyal, and dedicated service in the industry.

The best interest of my clients will **always** come first, as I am dedicated to the development of long-term relationships and earning the referrals of the people my clients care most about.

ABODE  
SOUTHEAST PROPERTIES  
ALEXANDRA THEIS

# NO RISK LISTING PROGRAM

*We do things differently.*



Unlike most other agents, I will not lock you down with any long-term listing contracts. I believe that I need to earn your business every day that I am working for you. If there's ever a time where you are not satisfied with the service I provide, just let me know and we can shake hands as friends and go our separate ways.



Many people would still like to have the option of selling their own home and saving money on Realtor fees. I believe clients should be able to do so even when listing with me. My Smart Seller Program allows you to market your own home to your friends, family, and co-workers. If you find the buyer, you'll pay 1% to have me handle the entire transaction for both you and the buyer. I believe this is a win-win scenario for everyone.



As a professional, it is my duty to offer you exceptional services at a fair cost. In order to provide you with the best value and dedication, my compensation is 3%. Since my sole allegiance is to you, we work together to establish my compensation, which will be agreed to in our listing contract.\* As the Seller, you have the option to decide whether you would like to offer compensation for a buyer's agent.

\*Compensation is negotiable

# ABOUT ALEXANDRA

***Building relationships  
through real estate***



Since starting her career in real estate, Alexandra has worked with buyers, sellers, investors, and in property management. She utilizes a team of professional service providers to assist with her clients' buying and selling needs, including a vendor list with stagers, painters, area insurance agents, and lenders for her clients. Alexandra collaborates with her clients to understand the vision of their real estate needs. Through marketing and prospecting, Alexandra strives to connect buyers and sellers to their dream home.

Alexandra and Keller Williams Realty make a powerful team. Together, clients receive national exposure, knowledge and skills; as well as a tailored personal agent relationship with local knowledge that enhances your real estate experience.

Alexandra Theis specializes in residential real estate and with expertise in the following: listing specialist, buyer specialist, property management, company relocations, state to state relocations, and luxury listings.

## EXPERIENCE

2021 - 2026

**TOP 20% REALTORS**

Keller Williams Realty

2020 - 2026

**TOP 15% INDIVIDUAL AGENT**

Keller Williams Realty

**MULTI-MILLION VOLUME PRODUCER**

Keller Williams Realty

Licensed in Tennessee as Broker since 2022

Licensed in Georgia as Realtor since 2019

Licensed in Tennessee as Realtor since 2017

Licensed in Florida as Realtor since 2013