

TRANSACTION COORDINATION  
& REAL ESTATE CONSULTING

# Services & Pricing Guide



[SAGECANYONCONSULTING.COM](https://www.sagecanyonconsulting.com)

# BUYER TRANSACTION COORDINATION PACKAGES

**BASIC** - PERFECT FOR AGENTS WHO SIMPLY NEED ASSISTANCE UPLOADING THEIR TRANSACTIONAL PAPERWORK TO THEIR BROKERAGE'S CRM AND STAYING COMPLIANT.

**STANDARD** - PERFECT FOR AGENTS WHO WOULD LIKE THE STANDARD AMOUNT OF TRANSACTIONAL ASSISTANCE, ALLOWING US TO WORK DIRECTLY WITH THE CLIENT AND FREE UP THE AGENT'S TIME.

**DELUXE** - PERFECT FOR AGENTS WHO WOULD LIKE EXTRA HELP IN ORDER TO GIVE THEIR CLIENT EXEMPLARY SERVICE FROM START TO FINISH.

TRANSACTION SERVICES	BASIC \$250	STANDARD \$500	DELUXE \$1000
Full document transaction coordination from pending to close	✓	✓	✓
Transaction creation and Initial documents uploaded to brokerage CRM	✓	✓	✓
Monitor compliance and remind agent of important deadlines	✓	✓	✓
Keep track of Addendums, RE-10 & all docs as the transaction progresses	✓	✓	✓
Ensure 100% of docs are uploaded to brokerage CRM for completion	✓	✓	✓
Open transaction with title, lender, client & listing agent and act as a liaison		✓	✓
Send client updates & a copy of all paperwork throughout transaction		✓	✓
Coordinate and schedule home inspection with buyer and listing agent		✓	✓
Help write Addendums, RE-10 & other docs as the transaction progresses		✓	✓
Schedule signing appointment and coordinate key handoff for closing		✓	✓
Create disbursement agreement (DA) and share with brokerage and title		✓	✓
Help write all offer docs including BB, RE14, RE21 &			✓
Help write any other applicable docs			✓
Help write all RE-21 offer contracts until the offer gets accepted			✓
Get signatures on all buyer docs			✓
Send offer with all highlights to listing agent			✓

# LISTING TRANSACTION COORDINATION PACKAGES

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**DELUXE** - PERFECT FOR AGENTS WHO WOULD LIKE EXTRA LISTING HELP IN ORDER TO GIVE THEIR CLIENT EXEMPLARY SERVICE FROM START TO FINISH.

TRANSACTION SERVICES	BASIC \$250	STANDARD \$500	DELUXE \$1000
Full document transaction coordination from pending to close	✓	✓	✓
Transaction creation and Initial documents uploaded to brokerage CRM	✓	✓	✓
Monitor compliance and remind agent of important deadlines	✓	✓	✓
Keep track of Addendums, RE-10 & all docs as the transaction progresses	✓	✓	✓
Ensure 100% of docs are uploaded to brokerage CRM for completion	✓	✓	✓
Open transaction with title, lender, client & buyer agent and act as a liaison		✓	✓
Send client updates & a copy of all paperwork throughout transaction		✓	✓
Coordinate home inspection with buyer's agent and client & send CBS code		✓	✓
Help write Addendums, RE-10 & other docs as the transaction progresses		✓	✓
Schedule signing appointment and coordinate key handoff for closing		✓	✓
Create disbursement agreement (DA) and share with brokerage and title		✓	✓
Prepare listing paperwork including BB, RE16, IMLS & any other listing forms			✓
Schedule signpost, photography, staging & any other vendor appointments			✓
Create custom flyer and amenities sheet for agent to print for listing			✓
Create custom home website to share on social			✓
IMLS Data Entry & Maintenance, Remarks creation & Open House scheduling			✓

## ADDITIONAL TRANSACTION SERVICES

**\$150**

### LISTING MATERIAL SET UP & REMOVAL

- Flyers, bin, booties, signage & lockbox set up and removal per listing
- 25 flyers, bootie bins & booties included in pricing
- (Location may affect pricing)

**\$75**

### LISTING RIDER CHANGE

- A pending rider or rider of choice will be placed at listing
- (Location may affect pricing)

**\$75**

### LISTING VENDOR ACCESS

- Give vendors access to home for their services
- Price per each visit to listing
- (Location may affect pricing)

## MARKETING SERVICES

**\$350**

### SOCIAL MEDIA

- Branded content to post to agent's social media platforms each month
- Includes 3 posts per week
- Includes uploading

**\$125**

### NEWSLETTER CREATION

- Content and design for each Newsletter
- Frequency is up to agent
- Uploaded and sent through agent's platform of choice

**\$250+**

### POP-BY CREATION

- Pop-By's made for clients for various holidays, sphere touches, birthdays, etc.
- Choose from a list of options upon request

## BUSINESS SERVICES

**\$500**

### EMAIL SCRIPTS SET UP

- Scripts created to help the flow of emails and transactions for your team
- Includes 20 scripts

**\$500+**

### CRM SET UP

- Full CRM set up for sphere with choice of software
- *(Price dependent upon size of sphere and software of choice)*

**\$500**

### PROJECT MANAGEMENT

- Set up transactional buyer and seller detailed checklists
- Software of choice such as Hive, Jira, WorkOtter, Asana etc.

**\$500+**

### SOP CREATION

- A Standard Operating Procedure will be designed for team
- Anyone that joins the team will know exactly how the business operates which saves time in training

**\$350+**

### CARD CRM SET UP

- Card CRM set up to touch sphere and/or past clients
- Cards are mailed for birthdays, anniversaries, holidays or choice of date
- *(Price varies upon details and size of sphere)*