

Our Subscriptions and Pricing Guide is exclusively designed for real estate professionals. We offer a suite of services that streamline your workflow and enhance your productivity, allowing you to focus on closing deals and growing your business. Our flexible and competitive pricing plans cater to realtors seeking virtual assistance services in real estate contract-to-close coordination, detailed listing coordination, expert offer writing services, efficient lease agreement coordination, and more.

Our Contract to Close Coordination Services manage real estate transactions, covering either listing-side or buyer-side activities. We ensure every transaction is expertly handled from the initial agreement to the final closing documents, making the process smooth and stress-free for you.

## Sales Transactions

### **Contract to Close**

**\$350**

Our Contract to Close Coordination Service is an end-to-end solution designed for real estate professionals seeking to streamline their transaction processes. From the moment an agreement is made until the keys are handed over, our team of experts takes charge of every detail, ensuring a smooth and efficient progression towards closing.

### **Full Service Listing Coordination**

**\$450**

Our Full Service Listing Coordination assists realtors from the listing agreement to closing, handling all essential documentation for sellers. We build the MLS listing and schedule photography, coordinate showings, engage with buyers' agents, and liaise with the title company to ensure a smooth sale process. This service enables you to focus on delivering outstanding service while we manage the comprehensive details of the listing, ensuring a streamlined experience for your clients.

### **Full Service Buyers Coordination**

**\$400**

Our Full Service Buyer's Coordination manages the journey from the buyer's representation agreement to closing for realtors, including all necessary documentation. We oversee inspections, collaborate with mortgage professionals, and engage with the title company, ensuring a seamless process for your clients. This service allows you to concentrate on providing exceptional service while we handle the intricate details of the transaction.

### **Intermediary Transaction Coordination**

**\$650**

Our Intermediary Transaction Coordination streamlines both selling and buying processes in a single real estate transaction, serving as a central point for document management, inspections, appraisals, and legal compliance. This service ensures smooth communication and efficient progress from listing to closing, reducing stress and enhancing satisfaction for all parties involved.

**Lease Transactions**

<b>Full Service Lease Listing Coordination</b>	<b>\$175</b>
Compiling essential data for your MLS listing. Assist in tenant screening and work with the landlord to create and execute the lease document and supporting documentation.	
<b>Lease Coordination - Landlord Side</b>	<b>\$125</b>
Assist in tenant screening and work with the landlord to create and execute the lease document and supporting documentation.	
<b>Lease Coordination - Tenant Side</b>	<b>\$125</b>
Assists with the application process, complete supporting documentation, and execute the lease after securing a property.	
<b>Lease Coordination - Intermediary</b>	<b>\$250</b>
Our Intermediary Transaction Coordination streamlines both landlord and tenant processes in a single transaction, serving as a central point for document management, tenant screening, and lease execution.	

**Additional Services**

<b>Offer Contract Assembly</b>	<b>\$100</b>
<b>Listing Setup</b>	<b>\$150</b>
<b>MLS Build</b>	<b>\$50</b>
<b>Broker Documents</b>	<b>\$50</b>
<b>Other Virtual Assistant Services (Hourly)</b>	<b>\$35</b>
<b>After Hours Charge</b>	<b>\$25</b>
<b>Trip Charge</b>	<b>\$40</b>

**Payment**

Invoices are completed per real estate transaction. Exclusive Transactions LLC to be included on the closing statement and paid at closing if permitted by the closing broker or if payment at closing is not applicable within 5 days (30 Days for Lease transactions) of the closing via Zelle, ACH, Credit/Debit Card or Check.

## Subscriptions

We have carefully designed our subscription offerings with a standard of 12 transactions per year as the basis for our value calculations. This approach simplifies your decision-making process by providing a clear, consistent baseline for comparing the benefits of each plan we offer. However, we would like to emphasize that we have various plans that cater to different needs and activity levels, some of which offer exceptional value even below the 12-transaction threshold. Our thoughtfully curated options ensure that you can maximize benefits and savings, regardless of your transaction volume. By exploring our selection, you can find the perfect plan that meets and exceeds your expectations, making every transaction an opportunity for unparalleled value and satisfaction.

### Non Subscription

Subscription Fee	\$0	This is our standard rate for comparison
Transaction Fee	\$350	
Annual Spend	\$4,200	
Savings \$	\$0	

### Essential

Subscription Fee	\$28	Perfect for realtors completing at least one transaction per year, the Essential Subscription streamlines your workflow with a 3% discount on all Transaction Coordination services. This plan includes one transaction coordination service per year at no additional cost, providing foundational support for realtors seeking efficiency and savings on their annual transaction efforts.
Discount Rate	3%	
Included. Transactions	1	
Transaction Fee	\$340	
Annual Spend	\$4,074	
Savings \$	\$126	

### Enhanced

Subscription Fee	\$82	Tailored for realtors with a moderate transaction volume, the Enhanced Subscription enhances operational efficiency with a 6% discount on all Transaction Coordination services. Realtors benefit from three included transaction coordination services per year, making it a prime choice for professionals seeking to optimize their transaction processes while achieving significant cost savings.
Discount Rate	6%	
Incl. Transactions	3	
Transaction Fee	\$329	
Annual Spend	\$3,948	
Savings \$	\$252	

**Subscriptions (cont.)****Elite**

Subscription Fee	\$158	For realtors frequently handling transactions, the Elite Subscription delivers exceptional support with a 10% discount on all Transaction Coordination services. This plan includes six transaction coordination services per year, designed for realtors aiming for high efficiency, streamlined operations, and notable savings in their frequent transactions.
Discount Rate	10%	
Incl. Transactions	6	
Transaction Fee	\$315	
Annual Spend	\$3,780	
Savings \$	\$420	

**Exclusive**

Subscription Fee	\$298	The ultimate solution for highly active realtors, the Exclusive Subscription offers unparalleled support with a 15% discount on all Transaction Coordination services. With 12 transaction coordination services included annually, it stands as the superior choice for top-tier realtors dedicated to maximizing their operational efficiency, service quality, and cost-effectiveness in transaction management.
Discount Rate	15%	
Incl. Transactions	12	
Transaction Fee	\$298	
Annual Spend	\$3,570	
Savings \$	\$630	

All transaction fees are based on the core contract-to-close transaction fee schedule. For transactions that include additional services beyond the standard contract-to-close services, a discount equal to the standard contract-to-close fee amount will be applied. This discount is limited to one per transaction and cannot exceed the total value of the standard contract-to-close fee for any transaction. For more information on our fee schedule and discount policies, consult our service agreement or contact our customer service team.

**Disclaimer**

Should an agent not close all their included transactions within the subscription period, a credit will be applied to their account. This credit will be equal to the amount of the unfulfilled transactions, as per their selected subscription package, ensuring our commitment to providing value and flexibility in our services.