

Sales Transaction Services

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.

Full Service Listing Coordination **\$ 450**

Our Full Service Listing Coordination assists realtors from the listing agreement to closing, handling all essential documentation for sellers and MLS preparation. (Coordination of photography and staging for an additional fee)

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. (Coordination of inspections for an additional fee)

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. (Coordination of photography, staging and inspections for an additional fee)

Lease Transaction Services

Full Service Lease Listing Coordination **\$ 175**

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. (Coordination of photography and staging for an additional fee)

Lease Coordination - Landlord Side **\$ 150**

Assist in tenant screening and work with the landlord to create and execute the lease document and supporting documentation.

Lease Coordination - Tenant Side **\$ 150**

Assists with the application process, complete supporting documentation, and execute the lease after securing a property.

Lease Coordination - Intermediary **\$ 250**

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. (Coordination of photography and staging for an additional fee)

Other Services and Fees

Buyer New Build Transaction Coordination	\$200
Offer Contract Assembly (per contract)	\$100
Buyer Initial Documents	\$75
MLS Listing Setup with Documents	\$150
MLS Listing Build only	\$50
Broker Documents Upload	\$50
Other Virtual Assistant Services (Hourly) - 2 Hour minimum charge	\$25
After Hours Charge - Emergency after hours support (per after hours policy)	\$35
Trip Charge - Meet with buyer/seller in person for documentation review and/or signature	\$75