

## 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. 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.

**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.

**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.

## 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.

**Lease Coordination - Landlord Side** **\$ 125**

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

**Lease Coordination - Tenant Side** **\$ 125**

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.

**Other Services and Fees**

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| <b>Buyer New Build Transaction Coordination</b>  | <b>\$150</b> |
| <b>Offer Contract Assembly</b>   | <b>\$100</b> |
| <b>Buyer Initial Documents</b>   | <b>\$75</b>  |
| <b>Listing Setup with Documents</b>  | <b>\$150</b> |
| <b>MLS Listing Build only</b>  | <b>\$50</b>  |
| <b>Broker Documents Upload</b>   | <b>\$50</b>  |
| <b>Other Virtual Assistant Services (Hourly)</b><br>- 2 Hour minimum charge                        | <b>\$35</b>  |
| <b>After Hours Charge</b><br>- Emergency after hours support (per after hours policy)              | <b>\$25</b>  |
| <b>Trip Charge</b><br>- Meet with buyer/seller in person for documentation review and/or signature | <b>\$40</b>  |