

Our Packages

PENDING TO CLOSE

Custom Agent Portal Access Track transactions, view deadlines, and integrate to your calendar.

Contract Review & Compliance Ensure all documents are complete and brokerage-compliant.

Key Party Coordination Send mutual emails and connect clients with escrow for EM deposits.

Contract & Contingency Tracking Ensure deadlines are met and contingencies are addressed.

Text & Email Reminders Stay on top of key transaction milestones with timely notifications.

Inspection & Repair Coordination Schedule inspections via ShowingTime, track repairs, and manage documentation.

Escrow & Closing Assistance Submit commission demand, review settlement statements, and confirm closing details.

Final Closing Support Conduct audits, follow up with escrow, and send closing congratulations.

PRE-LISTING TO CLOSE

Custom Agent Portal Access Track transactions, view deadlines, and integrate to your calendar.

Title & Compliance Coordination Open title, gather required documents, and ensure compliance.

MLS & Listing Preparation Draft and upload MLS input sheets, marketing remarks, and photos. Schedule listing photos, pre-inspections, and sign installations.

Photography & Signage Coordination Schedule listing photos, pre-inspections, and sign installations.

Listing Status Management Manage NWMLS listing status (Active/Pending Inspection/ Pending/Contingent/Sold/etc.)

Contract Review & Compliance Ensure all documents are complete and brokerage-compliant.

Key Party Coordination Send mutual emails and connect clients with escrow for EM deposits.

Contract & Contingency Tracking Ensure deadlines are met and contingencies are addressed.

CLIENT CARE PLAN - ADD ON

All About You Form We'll send your clients a quick form, gather their details, and update your CRM.

Active Listing Email Updates Timely listing updates sent straight to your client's inbox.

Agent/Client Group Texts Quick, convenient group texts to keep everyone in the loop. *Allergy friendly options available.*

Crumb Cookie Delivery Celebrate mutual inspection with a sweet, personalized Crumb cookie delivery to your clients.

CRM Input All client info, including *All About You* details, house-aversaries and sale info is tracked in your CRM for easy relationship management.

Annual Spring CMA Mailer Send past clients a neighborhood market snapshot each year, with a friendly nudge to reach out for a detailed CMA.

Beginning-of-Year Tax Mailer Provide clients with necessary tax documents from their transaction, along with a handwritten note to make tax season easy.

Our Packages

COMPLIANCE ONLY

Custom Agent Portal Access Track transactions and integrate to your calendar.

Contract Review & Compliance Ensure all documents are complete and brokerage-compliant.

Compliance Platform Management Track and organize all required transaction documents.

Agent Communication Provide status reports on compliance progress.

Commission Submission Submit Commission Demand to Escrow Closer.

Final Transaction Audit Conduct a thorough review before closing to ensure compliance.

Secure Digital Storage Maintain organized and accessible records for future reference.

LIMITED DUAL AGENCY

This comprehensive package includes everything from our **Pre-Listing to Close** and **Pending to Close** services, with an added layer of care and neutrality for dual-agency situations.

We coordinate communication between both parties while maintaining appropriate separation, ensuring compliance, professionalism, and transparency throughout.

