



# YOUR TEAM

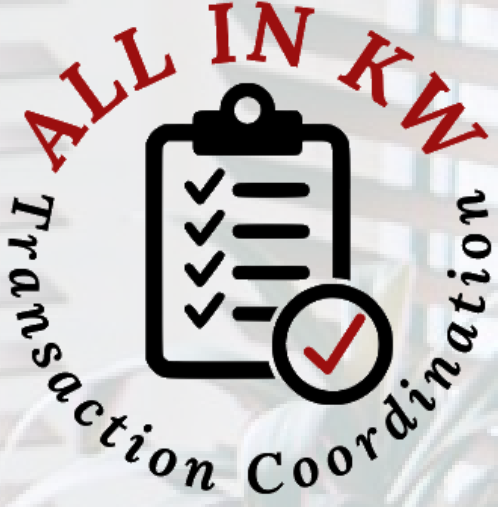


Reese  
Cirino



Caleigh  
Lans

5 Star Service  
Over 500+ Transactions Closed  
6+ Years of Experience  
Worked With Over 60 Top Producing Agents  
Licensed Real Estate Agents



# YOUR TRANSACTION MANAGEMENT LEVERAGE

Dual  
Sale  
Transaction  
\$485

Dual  
Rental  
Transaction  
\$280

Listing  
Launch  
\$150

- load mls(s)
- prepare market center paperwork
  - Send all paperwork to clients
- submit paperwork to Market Center for Compliance and Broker Signature
- Check Syndicated Sites and contact MLS if not syndicated
  - Add Feature listing on KW website
- submit to BCP services any additional free services you would like including socials and marketing

Listing  
Launch  
to Close  
\$295

- Listing Launch Plus.....
- Generic Email Blast to Database in Command
  - Update Status' in MLS(s) as transactions proceed
  - Receive contract and send to the seller to execute
  - Collect attorney information & missing executed documents from buyer's agent
  - Send initial attorney email with executed documents and transaction information be on all attorney correspondence
  - Provide an executed copy of all documents to the client
  - Add All Important Dates to Calendar, send U/C Milestone Email to clients
  - Maintain DocuSign/Command documents
  - Check for compliance
  - Prepare commission bill and send to attorney's
  - Prepare commissions in command
  - Submit Compliance and Commissions in Command

Buyer  
Offer  
to Close  
\$250

- Pull documents from MLS
- Prepare Market Center Documents and associated offer documents
  - Send to clients for execution with approval from the agent
  - Send offer to the listing agent with executed documents
  - Introduction to attorney's and be on all attorney correspondence
  - Send w/ Approval from the agent the Golden Email for Carnegie Home & Auto
  - Add All Important Dates to Calendar, send U/C Milestone Email to clients
  - Maintain DocuSign/Command documents
  - Compliance Check
  - Prepare commission bill and send to attorney's
  - Prepare commissions in command
  - Submit Compliance and Commissions in Command
  - Send Clients Final Closing Disclosure and Full Paperwork Package



# YOUR TRANSACTION MANAGEMENT LEVERAGE

## Pay Day Package

\$75

Compliance in Command  
Send any documents to clients needed for compliance approval  
Reach out to other agent in transactions for executed documents if not received  
Commission Statement sent to attorneys and title company  
Commissions in Command  
Submit to MC  
Send Clients Executed full copy of documents at ending of transaction

## Rental Listing

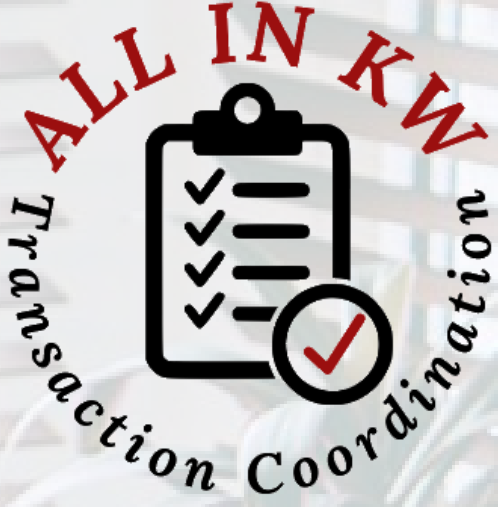
\$175

Prepare and send all documents to seller  
Obtain pictures from photographer  
Pull all property information  
Input into MLS (s)  
Set up showingtime  
Make MLS listing active,after written approval from Agent  
Upload all documents for compliance  
Write Up Lease  
Maintain DocuSign Documents  
Compliance and Commisssions in Command

## Tenant Lease

\$125

Prepare lease application and associated documents  
Pull documents from MLS  
Send to clients for execution with approval from the agent  
Send lease application to the listing agent with executed documents  
Execute final lease  
Maintain DocuSign Documents  
Compliance and Commisssions in Command



# YOUR SOCIAL PLATFORM MANAGEMENT LEVERAGE

**BRONZE  
PACKAGE**  
**\$175**

1 SOCIAL PLATFORM  
9 Social Posts A Month  
Monthly Content Calendar  
Caption Writing  
Hashtag Research

**SILVER  
PACKAGE**  
**\$275**

2 SOCIAL PLATFORMS  
12 Social Posts A Month  
12 Story Posts  
Monthly Content Calendar  
Caption Writing  
Hashtag Research

**GOLD  
PACKAGE**  
**\$400**

3 SOCIAL PLATFORMS  
12 Social Posts A Month  
12 Story Posts  
Unlimited Transaction Posts  
(Listed, OH, UC, Sold)  
Postings in FB Groups  
Monthly Content Calendar  
Caption Writing  
Hashtag Research



# YOUR CLIENT AND CONSUMER MANAGEMENT LEVERAGE

Each Package  
\$175

## Client Closing Package

- Provide Moving Vendors
- Send Local Spots: break, lunch, dinner, dessert, shops, etc.
- Order client closing gift
- Send client testimonial email
- Follow up before closing if they do not complete
- Testimonial Social Media Post
- Update Command Contact with tag, new address, home anniversary and any additional information
- Set Up on a Post Closing Follow up Plan

## House Ready Package

- Set Up lockbox
- Order post installation
- Open house folder
- MLS print outs , cis, seller disclosure copy, survey/floor plan if applicable
- Get copy of keys
- (Available for Bergen County, Parts of Passaic)

## Lead Conversion Package

Per 20 Contacts

- Collect Leads
- Add to command with tags
- Add to opportunity pipeline
- Set them up on a saved search
- Email them regarding open house and additional information
- ( if from an open house)
- Add to Lead conversion Smartplan
- Check-in if they are using the app
- Add any additional notes
- Update agent on any movement



# YOUR BUSINESS MANAGEMENT LEVERAGE

**PART TIME  
ASSISTANT  
PACKAGE**

**\$275**

10 Hours of

Administrative Assistant Service

Support on an hourly basis on  
miscellaneous work you may need leverage on

\*This does not include any transaction packages we have available\*

**TRAIN THE  
ADMIN  
PACKAGE**

**\$550**

5 hour zoom meetings

Includes 1 list/buy side deal where we work  
with your assistant through it

Command checklist created

30/60/90 Checklist Created & Provided

Training on .....

- mls(s) walk through
- preparing paperwork
- command overview
- using DocuSign
- social media management tips and tools
- process of listing and buyer deal
- process of U/C to close



# A LA CARTE LEVERAGE

Admin  
Tasks

\$25  
per hour

Email  
Blast

\$35

Command  
FB Ad

\$25

Brand  
Your  
Business  
\$250

MLS  
INPUT

\$50

Smartplan  
Creation

\$35