



Specialized Services

Listing to contract

- Oversee sellers process from initial listing contract to executed purchase agreement.
- Obtain all necessary signatures on all required paperwork (listing agreement, disclosures, etc...)
- Contact associations for required documents, budgets, and other important information.
- Schedule listing pictures with agents preferred photographer.

\$275

Contract to closing

- Oversee transaction from purchase agreement to closing.
- Review purchase agreement and all related documentation for accuracy, completed signatures, and confirm the necessary documents are included in the contract package.
- Managing contractual timelines to ensure they are met.
- Facilitating a list of contractual timelines to agent(s) and customers.
- Stay in contact with attorney/title co. to obtain escrow receipts and other necessary items.
- Communicate directly with the association(s) involved to be sure all necessary membership applications and any other items are known and completed in a timely manner.
- Schedule & coordinate inspections.
- Schedule completion of repairs.
- Communicate timely updates to every party involved in the transaction.
- Ensure documents (contractual/association related/etc..) are submitted on time.
- Coordinate closing process.
- Stay in contact with attorney/title co. to ensure a seamless closing.

\$375



A La Carte Services

- Listing Brochure: Create a customized listing brochure with your specified information and photos, ready to be sent to a printing company. **\$175**
- Listing Brochure Insert: Create a customized one-page listing brochure insert for a highlighted snapshot of information you want specifically outlined with your information and photos, ready for your printer or to be sent to a printing company. **\$125**
- E-Blast: Create a customized e-blast for your listing, pending listing, or sold property to be sent out to your database via your e-blast program. **\$175**
- Social Media Graphics: Create customized social media graphics for your listing, sale, Facebook banners or specific creative direction, ready for posting by you or your team. **\$100**
- And other services. Packages available!

We understand that each agent & transaction has their own unique individual needs.

Let's collab and find out what works for you!

