

Admin Service Options

Monthly CMAs - \$200/month

- KPLH to send up to 10 CMAs to clients
- Agent to provide list of 10 clients by the 10th of each month
- Mailing will go out by 25th of each month
- KPLH to cover postage/envelopes
- Pay per month (invoiced on 14th of each month) or annually (10% discount)

Open House Prep & Follow Up - \$75

- KPLH to put together open house packet including RPD, property information sheet and a one page marketing sheet for open house
- Agent to provide KPLH with contact information received from potential buyers at open house
- Leads to be put in to agent Command with tags regarding lead source
- Leads can be added to drip campaign, if already created
- Invoiced per request

Award Submissions - \$50 per submission

- Award Submission Request to be made to KPLH
- KPLH to pull all sales from Cincy & Dayton MLS for agent
- KPLH to prepare award, including gathering signatures, photos, etc.
- KPLH to send award to appropriate party
- Invoiced per request

Monthly Birthday & Home Anniversary Cards - \$200/month

- KPLH to send up to 10 personalized birthday cards and 10 home anniversary cards every month
- Agent to provide list of 10 clients by 10th of each month
- KPLH to cover postage/card cost
- If you just want one set, \$100/month
- Pay per month (invoiced on 14th of each month) or annually (10% discount)

Prep Packets - \$50

- Prepare 10 Listing Presentation OR Buyer Presentation Packets, as needed
- Print all required listing OR buyer documents to review at appointments (even though it may be sent electronically for signatures)
- Print any agent branded documents (provided by agent) to be included in packet
- Prepare packets/folders
- **Folders to be provided by agent, KPLH will handle printing cost**
- Invoiced per request

Event Coordination

- Work with vendors/partners to coordinate special events for clients within agent's set budget
- Assist with any required marketing
- Pricing to be determined collaboratively based on amount of work expected

Additional Projects (upon Request)

- If a project comes to mind that you need assistance with, KPLH will discuss availability & opportunity with agent to determine if scope of work is attainable
- Pricing to be determined collaboratively based on amount of work expected