

# Paperwork Got You Down?

*We Can Help!*



Managing Your Real Estate Needs  
Listing | Contract | Social Media

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# Our Services

## Contract Management - \$375

- Review Contract and Confirm Compliance Readiness
- Send Welcome Email to Client/Co-Op Agent/Lender & Attorney with Important Deadlines
- Process Earnest Money/Request Copy from Holder; Send Copy to All Parties
- Request/Prepare Commission Agreement for All Parties to Sign
- Schedule/Notify Parties of Inspections/Appraisal
- Submit All Completed Documents to Brokerage Compliance
- Address any Compliance Issues
- Provide any Attorney Requested Documents to Client for Completion, Ensure Submission to Attorney
- Order Home Warranty, Termite Letters, and/or Septic & Well Letters, when applicable
- Follow up with Lender on Status: Appraisal/Loan Approval/Clear-to-Close
- Follow up with Attorney Regarding Clear Title
- Request and Send out Utility Provider Information
- Schedule Closing and Notify all Parties
- Ensure Attorney and Lender have Received Copies of all Amendments
- Submit a DA Request to Brokerage, Provide signed DA to Attorney
- Send a Closing Reminder to Clients Week of Closing
- Request Preliminary Settlement Statement from Attorney and provide copy to Clients
- Ensure Brokerage Receives Final Documents and Closes File

## Listing Management - \$150

- Pull Tax Card to determine house stats (i.e. Deed Book/Page, Seller's Legal Name on Title, etc.)
- Pull Legal Description & Plat from GSCCCA
- Prepare all GAR Listing Documentation
- Schedule Photography Session
- Complete MLS Listing Input including Photos & Associated Docs Upload
- Setup Listing in Showingtime and Supra
- Setup Seller Alerts in MLS & ListTrac
- Submit Completed Documents to Brokerage Compliance
- Address any Compliance Issues

# Our Services

## Social Media Marketing

- Initial Setup - Creation of Templates, Setup of brand package with logos, headshot, and color scheme selection. - \$75
- Creation of Property Specific Social Media Graphics - 1 standard post and 1 story post per status:
  - For Sellers: Just Listed, Under Contract, & Just Sold - \$40
  - For Buyers: Under Contract & Just Sold - \$30
  - Add-on Posts: Coming Soon, Open House, or Price Reduction - \$7 each status
- Creation of Custom posts with provided info (ie Open House Flyers, Market Stats or Tips & Tricks) - \$30 each

## A La Carte Services

- Preparation of GAR Listing Documents inc. Legal Description - \$50
- Preparation of GAR Contract Documents from Provided Terms - \$75; \$125 after-hours/weekends
- Preparation of Needed Amendments During Contract Process - \$40
- Compliance Only Management of Contracts - \$75
- MLS Listing Input into GAMLs & FMLS inc. Upload of Photos & Associated Docs - \$75
- Creation of Template Documents in Dotloop - \$150

## FAQ's

**Q: When do I pay you?**

**A:** We get paid at the completion of the service. For example, if we write an offer for you that is not accepted, payment is due immediately. If we write an offer for you and the property goes under contract and we manage the contract for you, you will pay us for all of the services when the property closes.

**Q: What happens if my contract terminates, do I still have to pay you?**

**A:** If a contract terminates during the due diligence period, the charge to process the termination and close out the file with your brokerage will be \$75.

If a contract terminates outside the due diligence period, the charge will be \$175.

# WORK-LIFE BALANCE

Real Estate may never sleep... but we do!



**Hours of Operation**  
9:00 am to 5:00 pm EST  
Monday - Friday



**Responses**  
Emails - 3-4 hours  
New Contracts - 4 hours



## Holidays

**New Year's Day**  
January 1

**Martin Luther King Jr. Day**  
Third Monday of January

**President's Day**  
Third Monday of February

**Memorial Day**  
Last Monday in May

**Juneteenth**  
June 19

**Independence Day**  
July 4

**Labor Day**  
First Monday in September

**Indigenous People's Day  
(Columbus Day)**  
Second Monday in October

**Veteran's Day**  
November 11

**Thanksgiving Day & Day After**  
Fourth Thursday & Friday in November

**Christmas Eve & Christmas Day**  
December 24 & 25

All new contracts received after 3:00 pm may be processed the next day.  
Emails & new contracts received on the weekend will be handled on Monday.

In the event that we are out of the office for personal business, vacation, CE class, etc. we do our best to notify our agents ahead of time. Also, we do not typically take off on the same days so someone is available to assist you if needed.

