



CLOSING COORDINATION

INCLUDED SERVICES	FULL SERVICE	Paperwork & Compliance ONLY
	\$425	\$175
Documents & Compliance Generate, obtain signatures, review for compliance, organize, & submit to brokerage all required transaction documents.	✓	✓
Communications Closing Coordinator will communicate with all parties involved in the transaction from the time the contract is bound until the closing has been completed and funds disbursed. Communications will include, but are not limited to: <ul style="list-style-type: none">• Introduction Emails to all Parties• Deadline Reminders to Agents & Vendors• Check-in Emails with Lenders & Title Companies• Opposing Agent follow-up and reminders• Client scheduling emails for inspections, appraisals, walk-throughs, and closings.• Client review requests after closing.	✓	×
Inspections, Deadlines, & Scheduling Closing coordinator will schedule and communicate inspections, appraisals, & closings to all necessary parties.	✓	×
Additional Services Agent will be assigned the same closing coordinator for every transaction. A transaction summary with all important contact information and contract details will be generated and disbursed for every transaction. Agent will be copied on all email communication. Agent will receive a weekly transaction status call. Agent will be provided with one branded social media graphic for every transaction.	✓	×



LISTING COORDINATION

INCLUDED SERVICES	FULL SERVICE	Paperwork & Compliance ONLY
	\$175	\$75
Documents & Compliance Generate, obtain signatures, review for compliance, organize in signing platform, and submit to brokerage all required documents to list the property.	✓	✓
Communications Listing Coordinator will communicate with all parties involved in the listing from the time the listing appointment is submitted until the listing is active. Communications will include, but are not limited to: <ul style="list-style-type: none">• Introduction Email to Sellers• Photography/Staging Appointment Reminders• Listing Preview Approvals• Listing Live Notification Scheduling: Listing coordinator will schedule and coordinate pre-listing inspections, photographer, & staging as requested.	✓	×
MLS Input Listing coordinator will generate the listing in RealTracs and complete with all the required details, descriptions, photos, & documents. any needed price or status changes will also be completed by the listing coordinator, along with any necessary paperwork.	✓	×
Additional Services Agent will be assigned the same listing coordinator for every transaction. Branded offer instructions will be created for every listing. Agent will be copied on all email communication. Agent will receive a weekly status call. Agent will be provided with one branded social media graphic for every listing. Agents listing will be shared on our social media pages.	✓	×



ADDITIONAL SERVICES

	Price
Facilitator Fee This will be an additional charge added to the full service fee for an agent that is facilitating both sides of the transaction.	\$150
Closing Management Fee This will be an additional charge added to the full service fee for if you choose to have our in house licensed closing coordinator negotiate repairs, appraisal results, or another other contractual terms throughout the transaction.	\$125
Offer Write Up We will write up and send for signatures an offer for a property via your signing platform. Agent will send the offer to opposing agent.	\$50
Offer Write Up Full Service We will write up the offer, send for signatures, prepare the offer packet, and send to the listing agent on your behalf.	\$75
Land Only Closing Coordination This would include everything offered in our full service closing coordination, but will be offered at a discounted rate.	\$275
Rush Fee This fee will be applied to any service that is requested to be completed outside of the normal perimeters established. Listings must be submitted within 72hrs of the live date or a rush fee will be applied. Contracts must be submitted within 72 hours prior to the contracted inspection deadline or a rush fee will be applied.	\$50
Failed Transaction Fee If a contract falls through at any point up until the 7 days prior to the contracted close date, there will NOT be a charge unless the Mutual release is completed by the closing coordinator. If the contract falls through within the 7 days prior to the contracted close date a fee will be charged and the mutual release will be done by the closing coordinator. If the Closing Coordinator is requested to do the mutual release for any contract that falls apart a \$50 fee will be charged.	\$50 - 75