

SERVICES

LISTING MANAGEMENT

\$100

Let the experts take your newest listing live on the MLS! Schedule photography or inspection, set up ShowingTime, and more. You take it from Contract to Close solo.

ESCROW MANAGEMENT SERVICES

\$250

We will get escrow open, schedule pertinent appointments, and file documents. But will let the agent stay main contact point

BUY OR LIST TRANSACTION COORDINATION

\$400

Handling everything from Contract to Close with weekly emails to Title and Lender for updates. Requesting and filing documentation as necessary.

CLIENT CARE TRANSACTION COORDINATION

\$550

From Contract to Close, you will get high level customer service delivered to your clients with weekly check-in emails – plus access to buyer or seller personal portals! Milestone emails are sent to Title and Lender weekly to stay on track.

PACKAGE BREAKDOWN



= BUY SIDE
 = LIST SIDE

SERVICE ITEM	LIST MANAGEMENT	ESCROW MANAGEMENT	BUY OR LIST TRANSACTION COORDINATION	CLIENT CARE TRANSACTION COORDINATION
Order photos or pre-inspection				
Input into the MLS				
Update Showingtime				
Email sellers important information				
Submit to Brokerage for Compliance				
Open Escrow				
Receive Earnest Deposit				
Handle documentation as it arises				
Manage Dotloop				
Coordinate final walk through & closing time				
Provide agent updates				
Request updates from Title, Lender, etc.				
Request reviews from clients on behalf of agent				
Order warranty, if applicable				
Calendar reminders to all parties				
Agent access to personal portal w/ YTD analytics				
Utility and mail reminders to clients				
Provide weekly transaction updates to clients with access to personal online portal				
Final closing information & reminders to client				
Post Close: Tax Season reminder				
Post Close: Happy Home Anniversary email				
	\$100	\$250	\$400	\$550

Other Packages

Client Care Dual Agency: \$800 per file

On Site/Property Appointment: \$40 per appointment

SERVICES

ADMIN ASSISTANCE

PRICES START AT \$45/HR

- Real Estate Business or Small Brokerage Consultation
- Accountability / Coaching
- Lead Generation Accountability
- 24+ Touch Calendar Creation
- Database Assistance and Management

DESIGN ASSISTANCE

PRICES START AT \$50/HR

- Website Creation
- Website Maintenance or Optimization
- Logo Creation
- Branding
- Social Media Graphics or Templates
- Social Media Management
- Promotional Item Design
- Email Marketing or Templates
- Print Marketing
- Business Cards
- Open House or Just Listed Flyers
- Reels and Post Production Video

VIRTUAL ASSISTANCE

PRICES START AT \$55/HR

- Gift buying
- Ghost or Copywriting
- Email Organization
- Calendar Management