

# PACKAGE BREAKDOWN

✔ = BUY SIDE    ✔ = LIST SIDE

SERVICE ITEM	LIST MANAGEMENT*	CONTRACT COMPANION*	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	✔			✔	✔
Open Escrow		✔    ✔	✔    ✔	✔    ✔	✔    ✔
Receive Earnest Deposit		✔    ✔	✔    ✔	✔    ✔	✔    ✔
Handle documentation as it arises		✔    ✔	✔    ✔	✔    ✔	✔    ✔
Manage Dotloop or DocuSign		✔    ✔	✔    ✔	✔    ✔	✔    ✔
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					✔    ✔
Submit to Brokerage for Compliance	✔	✔    ✔	✔    ✔	✔    ✔	✔    ✔
Final closing information & reminders to client			✔    ✔	✔    ✔	✔    ✔
Post Close: Tax Season reminder			✔    ✔	✔    ✔	✔    ✔
Post Close: Happy Home Anniversary email			✔    ✔	✔    ✔	✔    ✔
	<b>\$100</b>	<b>\$100</b>	<b>\$250</b>	<b>\$400</b>	<b>\$550</b>

## Other Packages

- Client Care Dual Agency: \$800 per file
- On Site/Property Appointment: \$40 per appointment in City or \$40 + \$0.50 per mile outside city limits

\*LIST MANAGEMENT BILLED SEPARATELY