

Service Guide

Listing Coordination

\$250

- Prepare, send, and follow up on listing agreements and disclosures
- Coordinate photography, staging, cleaners, and sign installation
- Full MLS data entry
- Narrative preparation and photo organization in MLS
- Upload photos to MLS (provided by agent with 24-hour notice)
- Upload disclosures and required documents to MLS
- Virtual tour upload and integration
- Submit all documents for broker compliance
- Assign Supra lockbox to listing
- Set up ShowingTime with disclosures attached for auto-send
- 24-hour syndication verification across platforms
- Add open houses or caravans upon request
- Send customized "Active Listing" email to agent and seller
- Handle price adjustments and listing updates as needed

Contract to Close

\$400

- Review binding contract and exhibits for missing signatures and initials
- Send executed contract and key deadline overview to buyers and sellers
- Coordinate contract distribution to attorney, lender, and co-op agent
- Provide earnest money instructions and track deposit status
- Prepare required broker forms (Notice of Closing, Commission Agreement, etc. as applicable)
- Distribute commission agreements to all parties
- Send structured reminders for all upcoming deadlines
- Track all contract timelines with proactive reminders
- Coordinate utility provider information
- Request ALTA/HUD statement (distributed upon approval)
- Prepare and send amendments for signatures (upon request)
- Track closing progress and clear-to-close status with lender and attorney
- Maintain consistent communication with all parties throughout the transaction
- Send closing reminder with final details, directions, and utility information
- Ongoing compliance updates and document management
- Ensure all required documents are submitted for broker compliance
- Mark listing as SOLD in MLS upon closing (listings only)
- Access to a branded client portal with real-time transaction updates

Standalone Services

Contract Writing

\$50

- Prepare purchase agreements and offers
- Ensure all required documents are included
- Review for accuracy, signatures, and completeness
- Submit offer package to agent for approval and sending

MLS Listing Input (per MLS)

\$50

- Full MLS data entry
- Photo organization and upload (provided by agent)
- Upload disclosures and required documents
- Setup of showing instructions and access details

Compliance-Only Support

\$50

- Review documents for completeness and accuracy
- Ensure all required signatures and disclosures are included
- Provide clear notes for any missing items
- Support file alignment for broker compliance