

Transaction Coordinator: \$325

- Review executed Sales Contract and related documentation for all necessary signatures and/or initials by all parties and dates
- Create and furnish a timeline of important dates and deadlines set forth in the Sales Contract
- Coordinate pick-up of and delivery of initial deposit funds check to legal counsel/closing agent
- Coordinate delivery of the wire instructions (sent by the Closing Agent) to your Buyer client
- Obtain and furnish for your information and file copies of completed signed Escrow Deposit Receipt Verifications or other sufficient documentary
- Identify governing condominium and homeowner association(s) to confirm whether membership approval is required
- Monitor the membership approval process
- If your client is a Seller, locate and share with Buyer's agent, legal counsel and/or closing agent copies of the prior owner's policy and survey (if applicable)
- Follow up with and obtain status reports
- Provide periodic updates on the closing process via email or telephone
- Fee due once you receive your commission check

Listing Coordinator: \$225

- Prepare complete listing package, listing agreement, disclosures, and brokerage disclosures
- Review signed listing package for accuracy and compliance
- Request & record HOA contact information, documents, application, and transfer process if applicable
- Input MLS, including photos and attachments (if any)
- Update listing status as needed
- Draft listing extensions and/or modifications to terms, obtain signatures and update files

File Organization: \$99

- Upload all documentation to your paperless system
- Confirm all documentation is fully executed
- Submit file for broker review, if needed
- Submit the paid at closing/DA

Administrative Assistance: \$35 per hour

- Draft sales contract
- Send draft of contract for agent review
- Send to clients for execution

Listing Coordinator: \$225

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