

Transaction Coordination Pricing

Contract-to-Close Services*

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| Standard TC | \$350 |
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Contract-to-close coordination, deadline tracking, compliance checklist, agent & client reminders, document uploads to CRM/MLS

Add-On Services

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| Buyer Representation Docs | \$75 |
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Prep, review, and submission of buyer-side docs (agreements, disclosures)

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| Listing Docs | \$75 |
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Prep, review, and submission of listing agreements, seller disclosures, addendums

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| MLS Listing Input | \$100 |
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Enter listing into MLS, upload photos, verify compliance, add agent notes

Bundles / Full-Service Options*

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| Full Listing Bundle | \$500 |
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Standard TC + Listing Docs + MLS Listing Input

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| Full Buyer Bundle | \$400 |
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Standard TC + Buyer Rep Docs

Optional Add-Ons

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| Contract amendments | \$25 each |
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| Rush/complex file | \$100-\$200 |
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| Post-close document archiving | \$50 |
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Monthly Retainer Packages Available

*CTC and Bundle Pricing is per Transaction