



## Transaction Coordination Pricing

### Contract-to-Close Services\*

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

### Add-On Services

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

<b>Listing Docs</b>	<b>\$75</b>
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Prep, review, and submission of listing agreements, seller disclosures, addendums

<b>MLS Listing Input</b>	<b>\$100</b>
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Enter listing into MLS, upload photos, verify compliance, add agent notes

### Bundles / Full-Service Options\*

<b>Full Listing Bundle</b>	<b>\$500</b>
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Standard TC + Listing Docs + MLS Listing Input

<b>Full Buyer Bundle</b>	<b>\$400</b>
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Standard TC + Buyer Rep Docs

### Optional Add-Ons

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

\*CTC and Bundle Pricing is per Transaction