

Transaction Coordination — Service Pricing

Contract-to-close

Service	Description	Price
Standard TC	Contract-to-close coordination, deadline tracking, compliance checklist, document uploads to CRM/MLS, email reminders, calendar coordination for all parties	\$350 / transaction

Add-ons

Service	Description	Fee
Buyer representation docs	Prep, review, and submission of buyer-side agreements and disclosures	\$75
Listing docs	Listing agreements, seller disclosures, addendums	\$75
MLS listing input	Data entry, photo upload, compliance check, agent notes	\$100
Contract amendment	Per amendment; up to 3 included — \$25 each beyond that	\$25 each
Rush or complex file	<14 day close +\$100 · Estate/probate +\$150	+\$100–\$150

Bundles

Bundle	Includes	Price	Savings
Full buyer bundle	Standard TC + buyer representation docs	\$385	\$40
Full listing bundle	Standard TC + listing docs + MLS listing input	\$475	\$50

Notes for agents

All pricing is per transaction. Bundles simplify invoicing and offer cost savings vs. booking individually. All services include email reminders, calendar tracking, and compliance oversight. Add-ons are billed separately from bundle pricing.