



JDL REAL ESTATE SERVICES
we do more for Agents

Scope of Services Offered

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Full-Service Pre-Listing to Close

10% of Agents Commission

The following is included/available in the
Pre-Listing to Close Full service:

Pre-Listing/Active Listing

- Prepare the Listing Agreement and send to the Sellers for signing
- Send Seller intro email
- Send and collect any required docs to/from Seller
- Order/Schedule photos, make ready vendors, etc.
- Open the door for contractors, etc.
- Enter listing into the MLS
- Upload photos and docs to the MLS
- Install Sign/Lockbox
- Make listing "Active"
- Send Seller "You are Live" email
- Create Property Fliers
- Enter Open Houses in MLS
- Make any changes/updates as needed
- Schedule/Keep Track of Showings and request feedback
- Create Multiple Offer Breakdown Spreadsheet for Sellers
- If property is vacant, will perform weekly property checks, making sure they are secure and there isn't any damage. We will do a light cleaning, water plants, change out air fresheners, check for burnt out light bulbs, turn on/off lights and check the thermostat.

Under Contract

- Check Executed contract for completeness and compliance
- Send Executed contract to all parties with an introductory email.

- Send Seller Critical Dates email.
- Add Critical Dates to calendar and share with Agent
- Help facilitate delivery of Earnest & Option
- Inform Sellers of Inspection schedules
- If in Austin, check with ECAD about Energy Audit
- Send required docs (survey, T-47, SD, etc.)
- Request Receipted Contract
- Send Seller Timeline email.
- Create/Send Amendments for signing (unlimited changes made)
- Send Executed Amendment to all parties
- Check in with Lender to see if the Appraisal has been ordered
- Weekly Check-ins with Title and Lender requesting updates
- Make sure Title Commitments and HOA Docs are received from Title
- Fill out DA requests and submit to Brokerage for approval
- Send DA's/Payment Instructions to Title
- Send Seller email reminding them to transfer utilities
- Schedule Closing
- Send Seller "Final Details to Closing" email
- Check in with Title and Lender to make sure CD has been approved and Title has docs
- Send Sellers final email with FAQ's, date, time, and location of signing
- Follow up with Title to make sure file has funded
- Will make sure all docs are uploaded into any back-office system the agent uses
- Order and/or deliver closing gifts

After Closing

- Mark "Sold" in the MLS after closing
- Pick up sign/lockbox
- Update CRM
- Order "Just Sold" postcards (if needed)
- Create "Just Sold" graphic for social media

Full-Service Contract to Close

5% of Agents Commission

The following is included/available in the Contract to Close Full service:

Pre-Offer

- Enter new client into CRM
- Create and send Buyers Rep agreement, IABS, etc. to client
- Assist in scheduling showings
- Can assist with showings as needed
- Write up offers and send to Buyer for signing (unlimited offers/revisions)
- Submit offer to Listing Agent on your behalf

Under Contract

- Check Executed contract for completeness and compliance
- Send Executed contract to all parties with an introductory email.
- Send Buyer Critical Dates email.
- Add Critical Dates to calendar and share with Agent
- Help facilitate delivery of Earnest & Option
- Order Inspections
- Attend Inspection Summary (if needed)
- Read Inspection Report and highlight items of concern (if needed)
- Open the door for contractors
- Request required docs (survey, T-47, SD, etc.)
- Request Receipted Contract
- Send Buyer "What to Expect" email.
- Write up Amendment(s) (unlimited amendments/revisions) and send to Buyer for signing
- Send Executed Amendment to all parties
- Check in with Lender to see if the Appraisal has been ordered
- Weekly Check-ins with Title and Lender requesting updates
- Make sure Title Commitments and HOA Docs are received from Title

- Set Buyer up with [360 Home Connect](#) and send email about choosing a Home Warranty
- Fill out DA requests and submit to Brokerage for approval
- Send DAs to Title
- Schedule Closing
- Send Buyer “Closing Date is Approaching” email
- Check in with Title and Lender to make sure CD has been approved and Title has docs
- Send Buyer final email with FAQ’s, date, time, and location of signing
- Attend Final Walk-Through
- Follow up with Title to make sure file has funded
- Will make sure all docs are uploaded into any back-office system the agent uses
- Order and/or deliver closing gifts

After Closing

- Update CRM
- Order “Just Sold” postcards (if needed)
- Create “Just Sold” graphic for social media

Basic Contract to Close

\$400

The following is included/available in the Contract to Close service:

BUYER SIDE

- Write up the offer and send to Buyer for signing**
- Check Executed contract for completeness and compliance
- Send Executed contract to all parties with an introductory email.
- Send Buyer Critical Dates email.
- Add Critical Dates to calendar and share with Agent
- Help facilitate delivery of Earnest & Option
- Request required docs (survey, T-47, SD, etc.)
- Request Received Contract
- Send Buyer "What to Expect" email.
- Write up Amendment and send to Buyer for signing**
- Send Executed Amendment to all parties
- Check in with Lender to see if the Appraisal has been ordered
- Weekly Check-ins with Title and Lender requesting updates
- Make sure Title Commitments and HOA Docs are received from Title
- Fill out DA requests and submit to Brokerage for approval
- Send DAs to Title
- Set Buyer up with [360 Home Connect](#) and send email about choosing a Home Warranty
- Schedule Closing
- Send Buyer "Closing Date is Approaching" email
- Check in with Title and Lender to make sure CD has been approved and Title has docs
- Send Buyer final email with FAQ's, date, time, and location of signing
- Follow up with Title to make sure file has funded
- Will send agent a file with all docs from transaction

**Offer writing is \$25, if the offer is accepted then it is included in the Contract to Close price. If revisions/changes need to be made to offers or amendments, there will be a \$10 fee added per revision.

Basic Contract to Close

\$375

The following is included/available in the Contract to Close service:

LISTING SIDE

- Check Executed contract for completeness and compliance
- Send Executed contract to all parties with an introductory email.
- Send Seller Critical Dates email.
- Add Critical Dates to calendar and share with Agent
- Help facilitate delivery of Earnest & Option
- Inform Sellers of Inspection schedules
- If in Austin, check with ECAD about Energy Audit
- Send required docs (survey, T-47, SD, etc.)
- Request Received Contract
- Send Seller Timeline email.
- Send Executed Amendment to all parties
- Check in with Lender to see if the Appraisal has been ordered
- Weekly Check-ins with Title and Lender requesting updates
- Make sure Title Commitments and HOA Docs are received from Title
- Fill out DA requests and submit to Brokerage for approval
- Send DAs to Title
- Send Seller email reminding them to transfer utilities
- Schedule Closing
- Send Seller "Final Details to Closing" email
- Check in with Title and Lender to make sure CD has been approved and Title has docs
- Send Sellers final email with FAQ's, date, time, and location of signing
- Follow up with Title to make sure file has funded
- Will send agent a file with all docs from transaction

Basic Listing Service

\$200

The following is included/available in the Listing service:

PRE-LISTING

- Prepare the Listing Agreement and send to the Sellers for signing**
- Send Seller intro email
- Send and collect any required docs to/from Seller
- Enter basic info into the MLS (does not include remarks, comments, etc.)
- Upload photos and docs to the MLS
- Make listing "Active"
- Send Seller "You are Live" email
- Will send agent a file with all docs from transaction

ACTIVE LISTING

- Enter Open Houses
- Make any updates to the listing (price, pending, etc.)
- Mark "Sold" after closing

Leasing Service

\$200

The following is included/available in the Leasing service:

- Prepare the Lease Listing Agreement and send to the Owners for signing
- Send Owner intro email
- Send and collect any required docs to/from Owner
- Enter basic info into the MLS (does not include remarks, comments, etc.)
- Upload photos and docs to the MLS
- Make listing "Active"
- Send Owner "You are Live" email
- Make any updates to the listing (price, pending, etc.)
- Prepare the Lease Agreement for the new Tenants and send for signing
- Mark 'Leased" after closing
- Will send Agent a file with all docs from transaction

QC Service / New Build TC

\$75

The following is included/available in the QC/New Build TC service:

- Making sure all docs, disclosures, etc. that are required by your Brokerage have been uploaded into your back-office system
- Checking all docs for completeness and compliance
- Submit DA request
- Close out file at the end

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The following can be added for an additional fee:

- Preparing and sending all required docs to client for signing: \$25