



# Scope of Services Offered

## TABLE OF CONTENTS:

Concierge TC Services	pg. 3
Full-Service Pre-Listing to Close	pg. 4
Full-Service Contract to Close	pg. 6
Basic Contract to Close	pg. 8
Basic Listing Service	pg. 10
Leasing Service	pg. 11
QC Service / New Build TC	pg. 12
Brokerage Pricing	pg. 13

## Concierge TC Services

**VIP: \$2500 a month (12-month agreement)**

Unlimited offers written a month (revisions included)  
and Ten (10) Basic TC Service Transactions.  
Offers completed within an hour of the request.

**\*\*A \$4,000 value\*\***

## Full-Service Pre-Listing to Close \$1,000

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

\$800

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

*we do more for Agents*

## 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

The following can be added for an additional fee:

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

## Brokerage Pricing

For Brokerages or Teams, we offer tiered pricing based on the number of deals closed in a month. You will be invoiced on the first day of the month for all deals closed in the previous month.

### **Basic Contract to Close Service**

- 1 – 10 contracts per month = \$400 per transaction
- 11-20 contracts per month = \$350 per transaction
- 21-30 contracts per month = \$300 per transaction
- Over 30 contracts per month = \$250 per transaction

### **Full Pre-Listing to Close Service**

- 1 – 10 contracts per month = \$800 per transaction
- 11-20 contracts per month = \$750 per transaction
- 21-30 contracts per month = \$700 per transaction
- Over 30 contracts per month = \$650 per transaction