

Monthly Listing & TC Support for Offices & Teams

01 What's **Covered**: Book dedicated monthly hours to support your agents with expert **listing & transaction coordination**

- **Listing & Paperwork**: Listing prep, office paperwork submission, and transaction coordination support to help them avoid common pitfalls
- **Organization & Troubleshooting**: Keep files organized, resolve issues, and ensure transactions move smoothly to closing
- **Workflow Support**: Review brokerage forms and help tailor workflows for individual agent systems
- **Broker Support**: Reduce day-to-day administrative pressure on brokers and managers by handling agent coordination needs



02 How We Work **Together**

- **First-time clients**:
 - **Book a consultation** to confirm availability and fit
- **Returning clients**:
 - **Book your hours online**. Once booked and paid, I show up during your scheduled time in the format you choose—in person, via Zoom, or a combination
 - **Scheduling**: Agents can drop in or schedule ahead within the hours you've booked; Zoom links and reminders are sent in advance
 - **Shared Hours**: Hours can be shared across offices within the same brokerage
 - **Flexibility**: Choose a different package each month as your needs change
 - **Delivery**: Use your hours in person (Seattle offices only), via Zoom, or a combination—switch formats as needed

03 The **Investment**

Hours Per Month	Monthly Fee
8 Hours Monthly (≈2 hrs/week)	\$900
12 Hours Monthly (≈3 hrs/week)	\$1,250
16 Hours Monthly (≈4 hrs/week)	\$1,650
20 Hours Monthly (≈5 hrs/week)	\$2,000
Custom Package Available	By Consultation

04 Small **Print**

- **No Contract Required** — Cancel or Pause Anytime
- **Hours**: Hours do not roll over
- **Rates**: Rates are secured once services are booked
- **Payment**: Hours are brokerage-paid, not through escrow