

Listing & Transaction Coordination

01 What's Covered

- Listing and buyer's file setup and ongoing management.
- Contract-to-close transaction coordination.
- Marketing: flyers, postcards, brochures, and listing materials.
- Client concierge and closing administrative support.
- Seamless handling of documents, signatures, and deadlines.
- Clear, continuous communication with all parties.
- Social media updates to reflect listings and transactions milestones.
- Post-sale touches: testimonial request, closing gift order, and follow-up.



02 How It Works

- **First-time clients:** Start with onboarding to review file details, tasks, and any client-workflow customization.
- **Returning clients:** Submit new transactions via a simple online form; I'll follow up within one business day.
- **Updates:** Real-time updates for you, weekly reports for your clients, secure access to documents anytime.
- **Check-ins:** Easily book a quick call or Zoom to review files.
- **Delivery:** Everything is handled remotely.

03 The Investment

*Custom packages available for teams, offices or high volume.

*Ask about Listing Concierge support for Seattle-area listings.

Buyer TC Fee	Sales Price Range	Seller TC Fee
\$800	Up to \$499,999	\$1,000
\$1,000	\$500,000 – \$999,999	\$1,800
\$1,500	\$1,000,000 – \$1,999,999	\$2,500
\$2,000	\$2,000,000 – \$2,999,999	\$3,200
By Consultation	\$3,000,000 +	By Consultation

04 Small Print

- My fees are based on the final sales price within the specified price brackets. To protect against small fluctuations in the sales price, if the final sales price falls just below a bracket threshold by up to \$10,000, the agreed flat fee for the higher bracket will still apply. This ensures consistent service value and avoids unexpected fee reductions due to minor price changes.
- There is a one-time, non-refundable \$299 setup fee to customize your onboarding checklist and align with your office's systems and procedures.
- Agent's personal deals 10% off.
- Rates are secured once services are booked.
- Payment: Services can be paid through escrow at closing.
- If you'd like to discuss payment options, just reach out.
- Cancellation Fees: If something falls through, I totally understand—it happens. These fees simply help honor the time and work already put in:
 - For Active listings \$199 If you're planning to re-list, let's talk.
 - For Pending listings \$299 If you're planning to re-list, let's talk.
 - For Pending buyers \$149 Up to 2 offers per buyer.
 - Cancellation fees are agent-paid, not billed through escrow.