

Listing & Transaction Coordination

01 What's Covered

- **Full or À La Carte**—from Pre-Listing to Contract to Close
- **Manage:** MLS, Transaction Desk, Supra, ShowingTime, and your office platform to submit paperwork
- **Support:** Client concierge and administrative assistance through closing
- **Coordinate:** Documents, signatures, deadlines, Commission Disbursement Form
- **Listings Marketing:** Use your templates, office templates, or create new Canva templates (additional fee applies for new ones)
- **Social Media:** Updates for listing and transaction milestones
- **Post-Sale Support:** Testimonial requests, closing gifts, follow-up campaign



02 How We Work Together

- **First-time clients:**
 - **Book a consultation** to confirm availability and fit
 - New clients complete an online questionnaire, then a 15-minute Zoom onboarding sets up their workflow
- **Returning clients:**
 - Submit new transactions via a simple online form; I'll follow up within one business day
 - Receive clear communication and real-time updates for all parties
 - Can book a quick call or Zoom to check on any file
 - Delivery: All coordination is handled remotely

03 The Investment

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

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

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

04 Small Print

- **Fees are based on the final sales price.** If the final sales price falls just below a bracket by up to \$10,000, the agreed flat fee for the higher bracket still applies to ensure consistent service value
- **New client setup fee:** One-time, non-refundable \$299 for listings and \$199 for buyers (first listing/buyer only) to customize tasks and align with your office systems and procedures
- **Agent's personal deals:** 10% off
- **Rates are secured** once services are booked
- **Payment:** Can be made through escrow at closing
- **Cancellation Fees:** Deals falls through—it happens. These fees cover the time and work put in:
 - Active listings: \$199 (if re-listing, let's talk)
 - Pending listings: \$299 (if re-listing, let's talk)
 - Pending buyers: \$149 (up to 2 offers per buyer)
 - Cancellation fees are agent-paid, not billed through escrow