

The Rest

Please refer to pages 2-4 for a breakdown of what is included with each service.

Standard Services

Listing Prep to Activation w/ Active Listing Maintenance -\$150

Under Contract to Close- \$300*

Lease Listing Prep to Activation- \$75

Dual Agency Contract to Close- \$500

****\$50 discount for listings under contract to close if both Listing Activation and Under Contract services are used (\$150 will be due upon listing activation, and \$250 at closing)***

A la Carte Services

MLS Input Only- \$50 per input

Public Remarks Addition- \$20

Pre-Offer Document Prep- \$30 per offer

Postcard and Flyer/Brochure Preparation Only- \$25

**Services are billed at the time of completion. If a deal fails prior to activation or closing, it is subject to being billed at 50% the standard rate.*

The Rest

Listing Prep to Activation w/ Listing Maintenance:

- Obtain signing authority documentation if the seller's name differs from the name on tax records
- Send out listing agreement and all disclosures and addenda for sellers to fill out and sign and track their progress
- Audit all finalized listing documents for accuracy and completeness
- Schedule and/or track photoshoots
- Schedule sign installs (if agent has a company they use for installation)
- Input all listing information in the MLS and upload all photos and required disclosures/addenda
- Send an MLS draft to the agent and seller for review and approval prior to activation
- Launch the listing in the MLS
- Prepare Just Listed postcards and flyers
- Set up ShowingTime
- Send out email updates throughout the process to sellers and agents so everyone can keep track of preparation progress. Prepare and track progress of price reduction documents and/or amendments to the listing agreement
- Track listing expiration date and keep agent updated
- Update Open House dates in the MLS and add to agent calendar
- Prepare listing adjustment documents
- Update the MLS with any changes to the listing agreement

The Rest

Deals Under Contract to Close:

- Audit all contract documents and follow up with necessary parties to obtain any missing signatures/addenda/disclosures
- Communicate all details of the transaction to the cooperating agent, lender, and closing company
- Update the MLS throughout the escrow process (on listings)
- Oversee and manage all important dates of the transaction
- Obtain a copy of the letter of intent to proceed to satisfy the loan application deadline and send a copy to the listing agent
- Track deposit delivery, obtain receipts, and send a copy to all parties
- Schedule inspections (upon agent request) and track progress
- Request appointments through ShowingTime on behalf of agents
- Draw up amendments/addenda upon agent request
- Follow up on agreed-upon repairs from PIR
- Order Home Warranties
- Work with title to schedule closing appointments
- Preliminary Settlement Statement review for accuracy (purchase price, credits, and commissions)
- Obtain and file copies of all closing docs/packages
- Schedule sign removal (on listings)
- Close out the MLS (on listings)

The Rest

MLS Input Only:

- Upload photos and disclosures/addenda to the MLS
- Input all listing information
- Input agent facing remarks
- Set up ShowingTime
- Send agent a copy of the MLS draft to review, and make corrections as needed

Pre-Offer Document Prep:

- Obtain copies of preapprovals
- Pull all disclosures and addenda from the MLS and prepare them for buyer signatures
- Prepare any outstanding buyer representation documents
- Pre-fill Louisiana Agreement to Buy or Sell with all agent and offer information (upon agent direction)