Transaction Management Services:

1. **Pend to Close** = $325.00
2. **List, Pend, Close =** $350.00
3. **Limited Agency** = $475.00
    a. *List Side* = $237.50
    b. *Buy Side* = $237.50

Additional Services:

Listing Services: $200.00
NOTE: When utilizing TM services for a listing it is expected that the TM will follow the **"List/Pend/Close"** process. However, if TM services are used only for the listing, the following service fee applies:

- When the listing expires, is withdrawn, or is released without going under contract.
- When listing goes under contract but is then withdrawn or released and does not return to active status. (If the listing remains active and an offer is later accepted the TM will follow the "List-Pend-Close" process and the $200.00 will not apply)
- When listing services are requested but the agent decides to manage the "Pend to Close" process themselves.

Paperwork Only. $100.00 – TM fee applies when:

- **New Builds** – TM assists with new build paperwork, which includes adding documents to Dotloop, submitting to LC at closing, and adding the comp listing to the MLS. (This does not include communication with closing parties or coordinating the closing)
- **Purchase Agreements:** TM writes up a PA that is not accepted, and the buyer decides not to continue. If the buyer writes an additional PA that is accepted the TM will follow the Pend-to Close" process and the $100.00 fee will not apply.

***Listing Services Include:**

- Send introductory email to client.
- Create loop, add all parties, preps documents for signatures.
- Create a draft listing in the MLS and forward it to the agent for review.
- Ensure completion of Seller's Disclosures and LBP (if applicable)
- Inform Seller of HOA form requirements and requests HOA/CCR's.
- Send utility form to seller.
- Order Pre-Lim Title and Home Warranty upon request.
- Ensure all documents from the seller are signed and returned.
- Add disclosures to MLS draft.
- Orders sign installation.
- Submit completed loop to Listing Central and update Dotloop status to Active Listing
- Draft amendments or edits post-listing and communication with Listing Central.