Transaction Coordination Fee Structure | Isabella DiLucca | Hoquiam Branch

Flat Fee per Transaction: $375

Includes all of the following remote services for the CENTURY 21 Real Estate Center Hoquiam Branch:

Buyer Agent Support:

- Send an introduction email to all parties (if broker requests).
- Create a timeline based on mutual acceptance.
- Open escrow and submit paperwork to escrow and office (preferred Escrow company information to be provided to TC).
- Fill out and email Transaction Sheet to office.
- Create counteroffers for signatures as broker requests.
- Write up and send out necessary transaction paperwork to clients for signature after broker reviews for accuracy (35R, 22Y, etc.).

Listing Agent Support:

- Send an introduction email to all parties (if broker requests).
- Open Title (preferred Title company information to be provided to TC).
- Create marketing/broker remarks (upon Broker request).
- Update NWMLS status as required.
- Create counteroffers for signatures as broker requests.
- Create a transaction timeline based on mutual acceptance.
- Open escrow and submit paperwork to escrow and office (preferred Escrow company information to be provided to TC).
- Write up and send out necessary transaction paperwork to clients for signature after broker reviews for accuracy (35R, 22Y, etc.).

Additional Listing Services available for **$50** more:

- Draft Listing Paperwork.
- Send out paperwork to clients for signature after broker reviews for accuracy.
- Input listing into NWMLS, including uploading supplements
- Upload listing photos in NWMLS.

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