

## **Transaction Coordination Fee Structure | Isabella DiLucca | Lynnwood Branch**

**Flat Fee per Transaction: \$500**

### **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 and Broker notes on property are needed).
- Update NWMLS status as required.
- 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).
- 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.).

Additional Listing Services available for **\$75** more:

- Draft Listing Paperwork.
- Send out paperwork to clients for signature after broker reviews for accuracy.
- Input listing into NWMLS, including uploading supplements (supplement paperwork to be made available to TC).
- Upload listing photos in NWMLS.

**Additional Services:**

<b>Service</b>	<b>Fee</b>
Create MoxiPresent CMA using broker-provided data <i>Proxy access must be granted to TC</i>	\$55
Attend Home Inspection*	\$300
Install Keybox at Listing*	\$45
Set Up Interior Silent Talkers and/or Deliver Flyers to Property*	\$25 (each)
Attend Photography*	\$150

\*Additional mileage fee if the property is 10 miles outside the Lynnwood Office location.  
Additional mileage fee is \$1.50/mile (Example is 30 miles = \$45)



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