

Kimberly Shannon - Transaction Coordination Fee Structure

Base TC Service Package

Flat Fee per Transaction: \$500

Includes all of the following services:

- Send an introduction email to all parties (if broker requests)
- Open Title (preferred Title company information to be provided to TC)
- Draft Listing Paperwork
- Send out paperwork to clients after the broker reviews for accuracy
- Input listing into NWMLS, including uploading supplements
- Upload all photos in NWMLS
- Create marketing/broker remarks (upon Broker request)
- Update NWMLS status as required
- Create counteroffers for signatures as brokers request.
- Open escrow and submit paperwork to escrow and office (preferred Escrow company information to be provided to TC)
- Create a timeline based on mutual acceptance.
- Support addendums, Inspection Response Forms, and other contingency confirmations.

Additional Services

Service	Fee
Create MoxiPresent CMA using broker-provided data	\$50
<i>Proxy access must be granted to TC</i>	
Attend Home Inspection*	\$300
Install Keybox at Listing*	\$40
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 \$0.67/mile (Example is 30 miles = 20.10)