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Service Pricing and Fee Guide	
Residential Coordination - Contract-to-Close (CTC) - Full-Service Transaction Support	Pricing
<p>Contract Intake & File Setup</p> <ul style="list-style-type: none"> Review Fully Executed Contract & Addenda Request Missing Signatures (as needed) Obtain Receipted Contract Set Up Transaction in Broker Compliance System Upload Executed Contract to Broker Compliance Platform <p>Initial Communication & Timeline</p> <ul style="list-style-type: none"> Send Introduction Email to All Parties Distribute Transaction Timeline Update Agent Calendar with Contract Dates Update MLS Status <p>Ongoing Contract Management</p> <ul style="list-style-type: none"> Track All Contract Deadlines Follow Up on Required Disclosures Assist with Drafting Amendments and Circulate for E-Signatures Confirm Repair Requests and Related Deadlines Verify Earnest Money Delivery <p>Coordination & Weekly Updates</p> <ul style="list-style-type: none"> Send Weekly Transaction & Milestone Updates to Client, Lender, and Title Gather and Distribute Utility Information Request and Distribute Agent CDA <p>Closing Preparation</p> <ul style="list-style-type: none"> Coordinate Final Walkthrough Request Settlement Statement for Review Send Client Closing Instructions Upload Closing Disclosure to Broker Compliance Platform <p>Closing & File Close-Out</p> <ul style="list-style-type: none"> Distribute Buyer/Seller Signed Closing Statements Close File in MLS 	500 - 800
Contract to Close - Cash	500
Contract to Close - Cash - Intermediary	700
Contract to Close - Loan / Financed	600
Contract to Close - Loan / Financed - Intermediary	800
Terminated Contract - Charged for any file that terminates outside the option period.	75