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Service Pricing and Fee Guide	
Residential Coordination - Contract-to-Close (CTC) - <i>Full-Service Transaction Support</i>	Pricing
Contract Intake & File Setup <ul style="list-style-type: none">• Review Fully Executed Contract & Addenda• Request Missing Signatures (as needed)• Obtain Received Contract• Set Up Transaction in Broker Compliance System• Upload Executed Contract to Broker Compliance Platform	500 - 800
Initial Communication & Timeline <ul style="list-style-type: none">• Send Introduction Email to All Parties• Distribute Transaction Timeline• Update Agent Calendar with Contract Dates• Update MLS Status	
Ongoing Contract Management <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	
Coordination & Weekly Updates <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	
Closing Preparation <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	
Closing & File Close-Out <ul style="list-style-type: none">• Distribute Buyer/Seller Signed Closing Statements• Close File in MLS	
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