	$350	$400	$450	$500
Client Serving: Seller	Contract to Close	Contract to Close with Elite Add-On	Contract to Close with MLS Input	Contract to Close with MLS Input & Elite Add-On
Send introduction emails to all parties	X	X	X	X
Send agent calendar deadline invites	X	X	X	X
Change MLS to pending or contingent	X	X	X	X
Request home inspection date/time from buyer's agent	X	X	X	X
Send seller the home inspection date/time	X	X	X	X
Draft amendments changing contract details	X	X	X	X
Send weekly update emails to the agent	X	X	X	X
Schedule termite/septic inspections as needed	X	X	X	X
Send all repair invoices to be paid at closing to the closing company	X	X	X	X
Follow up with closing company to ensure there are no issues	X	X	X	X
Send email to buyer's agent to ensure loan is progressing	X	X	X	X
Coordinate scheduling closing	X	X	X	X
Send numerous check-in emails to the seller	X	X	X	X
Send documents for signatures as needed	X	X	X	X
Submit and ensure approval of all compliance documents	X	X	X	X
Ensure the DA is prepared and accurate if needed	X	X	X	X
Send a 1-week to closing email to the closing				

company ensure there are no delays	X	X	X	X
Send seller a copy of all signed documents for the transaction	X	X	X	X
Change MLS to sold	X	X	X	X
Respond to all emails that come in concerning the file	X	X	X	X
Create group text message between both agents and TC		X		X
Create group text message between agent, buyer, and TC		X		X
Send deadline reminders to agent via text message		X		X
Obtain quotes for all items on the requested repair addendum		X		X
Send copy of quotes to agent to discuss with the seller		X		X
Send repair addendum to seller for signatures once discussed with agent		X		X
Send reminder to agent to remove lockbox and sign from property		X		X
Send reminder to agent to coordinate key delivery, garage remotes, etc.		X		X
Confirm final amount that the seller will receive at closing and ensure delivery		X		X
Gather all data from the agent that should be included in the listing			X	X
Input all property data into the MLS			X	X
Input listing description and showing instructions once received from agent			X	X

Schedule listing appointment and ensure the invoice is paid			X	X
Upload listing photos to the MLS			X	X
Upload documents to the MLS			X	X
Add any upcoming open houses to the MLS			X	X
Change listing to active/live once agent has approved all MLS information			X	X
Notify seller and agent that the listing has been made live and/or coming soon			X	X