



BENEFITS

- **Save Time!** The average residential real estate transaction includes 53 documents – true story
- **Save Money!** The highest and best use of your time is in front of clients, not pushing paper
- **Experienced Expert on Your Team!** Leverage Kristy’s 17+ years of experience in 200+ closings
- **Broker Satisfaction!** Kristy will ensure your files are 100% compliant and paid on time

SERVICE FEES

- | | |
|--|------------------------------------|
| • Pre-MLS listing through contract close | \$495 paid through close of escrow |
| • Buyer purchase contract through close | \$395 paid through close of escrow |
| • Dual agency transaction | \$595 paid through close of escrow |
| • Any FirePoint lead transaction | No charge |
| • Cancelled transactions | No charge |

SERVICE DESCRIPTION

Listings and Dual Agency Contracts

- Collect and input listing documents into BrokerMint and Realvolve
- Stalk seller to obtain SPDS and CLUE if needed, and upload documents to MLS
- Order photography and tours as directed, and order sign and lockbox installation

Purchase and Dual Agency Contracts

- Order home, termite and any other requested inspection(s) and seller’s home warranty, document in Realvolve, and notify all parties of schedules, and forward reports as appropriate.

Vendor recommendations are available

All Contracts

- Deliver transaction introductory email with contact information for all parties
- Introductory call to client to explain how Kristy will serve as a communication channel
- Obtain buyer signatures on AAR Prequalification and LSU forms
- Obtain any missing signatures and/or information on all contract documents
- Track deadlines and provide reminders to agents, lenders and/or escrow as appropriate
- Maintain weekly contact with all parties for status updates and next steps
- Enter all transaction information into agent’s Realvolve and BrokerMint
- Initiate requested Realvolve workflows, and recommend workflows as needed

AGENT DUTIES

- All negotiations for listing agreements, contracts, counteroffer, and BINSR
- Review, approve and notify escrow and Kristy of title reports, CDI and HUD statements
- Obtain signatures on final walk through
- Provides keys to buyers after recordation
- Use of Dropbox for all contract documents
- Notify Kristy if transaction is cancelled

Agent

Date

Kristy Lord

Date