

# QUICK GLANCE

## Full Transaction Management Service

➔ Discover superior transaction management with Hometown Transaction Coordinators. Our **Gold Standard Management**, our most popular package, provides a perfect blend of comprehensive and streamlined services. It includes thorough quality control reviews, efficient document drafting, and steady communication with associations, lenders, and title companies. Regular updates, deadline calendar, and text message alerts ensure agents stay informed and successful. For those seeking the pinnacle of service, our **Platinum Closing Concierge** offers a hassle-free transaction journey from 'Yes' to 'Sold!' In addition to managing all transaction aspects, it adds a touch of luxury with exclusive communication perks like group texts with your client, branded emails, and video introductions. We prioritize transparency and professionalism, waiving our fees if a file doesn't close. If termination paperwork is needed, we offer this service for a nominal \$75, but clients can choose to handle it independently to avoid this fee. Our commitment is to meet our clients' needs with excellence, ensuring a seamless transaction experience.

PACKAGE	Platinum Concierge	☆ Gold Standard
Single Side (Buyer or Seller)	\$650.00	\$450.00
Dual Side (Buyer and Seller)	\$850.00	\$650.00

### SERVICES

Deal Quality Control Review	✓	✓
Upload Broker File	✓	✓
Process Commission Forms	✓	✓
Lender and Title Communication	✓	✓
Final Walk-Through/Closing Schedule	✓	✓
Weekly Milestone Report	✓	✓
Draft Extension and Addenda	✓	✓
Coordinate Association Docc/Receipt	✓	✓
Coordinate Inspection(s)	✓	
Coordinate Insurance Quote	✓	
Request Utility Provider(s)	✓	✓
Coordinate Closing Schedule	✓	✓
Coordinate Final Walk-Through	✓	
Request Review	✓	✓

### COMMUNICATION

 A = Agent C = Client (Buyer or Seller)

Welcome Email with Timeline	✓	✓
Weekly Stakeholder Follow-Up	✓	✓
Deadline Calendar - Agent	✓	✓
Tex Message Alerts - Agent	✓	✓
Group Text Message - A & C	✓	
Text/Deadline Reminder - A & C	✓	
Branded Video Introduction	✓	

### ADD-ON FEATURES

Listing Compliance	\$75.00
Forget Me Not, Campaign	\$300.00

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## Silver Steward: Lite Agent Assistance

➔ Meet the Silver Steward: Lite Agent Assistance package, your next step in transaction management. Ideal for agents seeking balance between self-management and full service, our expertise offers tailored solutions for your unique needs. Our tech-enabled Lite Agent Assistance surpasses the standard broker compliance package with features including a welcome letter with contract, timeline, and first-week actions, ensuring all professionals stay aligned. Plus, text reminders keep deadlines on track from agreement to closing! Services include brokerage compliance, drafting paperwork for signature, and commission form preparation for prompt payment.

Please note, Silver Steward services are payable at order time and are excluded from the no-close guarantee.

PACKAGE	☆ Lite - Agent Assist	Broker Compliance
Rate	\$250.00	\$150.00
<b>SERVICES</b>		
Process Commission Forms	✓	✓
Upload Broker File	✓	✓
Draft Broker Paperwork	✓	✓
Deal Quality Control Review	✓	✓
<b>COMMUNICATION</b>		
Welcome Email with Contract and Timeline to Professionals	✓	
Deadline Calendar - Agent	✓	
Text/Deadline Reminder - Agent	✓	
<b>ADD-ON FEATURES</b>		
Broker Listing Compliance	\$75.00	\$75.00
Forget Me Not Campaign	\$300.00	\$300.00