

Take Me *to* Closing

	Transaction Coordination	Conveyancing Only
	\$395 Buyer/Seller Philadelphia County \$295 Buyer/Seller NJ or DE (does not include conveyancing*) \$450 NJ or DE Seller TC + Conveyancing \$395 Buyer/ \$450 Seller PA Burbs	\$195 Philadelphia County \$250 NJ or PA burbs
Important Dates	X	
Compliance Check Ins	X	
Send Intro email to client and coop agent	X	
Order (or intro to) title and lender	X	X
MLS reminders (to pend, settle)	X	
Submit for commissions processing	X	
Order U&O/CO, Tax certs/utilities cert, mtg payoff*	X	X
Reminders to lender for mortgage commitment, appraisal	X	
Send contingency deadline reminders	X	
Request tax abatement, warranty docs	X	
Escrow - reminders to client/coop agent, escrow release	X	
Receive and review title	X	X
2 week pre-settlement check in with utilities and settlement information email	X	
Schedule settlement/deed package	X	X
Request and Review ALTA	X	X

*Not included w. Seller New Jersey or Delaware standard package (usually done by title)

Add On Options

Offers & Compliance	Contract & Compliance Creation	\$100*
Listing Contract & Compliance	Contract & Compliance Creation	\$100*
Philly U&O - OOPS I FORGOT TO ORDER & I'M SITTING AT THE SETTLEMENT TABLE	Order ONLY , not clearing any violations, only single family residential	\$50*
MLS Support - Level 1	Create MLS listing (agent provides photos, description, info)	\$50*
MLS Support - Level 2	Create compliance docs, intro to seller, coordinate photos, LB placement, MLS draft, publish once reviewed by agent	\$150*
MLS Support - Level 3	Create compliance docs, intro to seller, coordinate photos, LB placement, MLS draft, publish once reviewed by agent Continued support once listing is live - edits to pricing, showingtime, open houses	\$250*

*requires payment up front