

Take Me *to* Closing

	Transaction Coordination \$425*	Conveyancing Only \$250*
Client/Agent portal access for important dates/file info *portal will be available on or before January 1, 2023	X	X
Intro email to client(s)	X	X
Intro email to co-op agent(s) & their team	X	
Order/Intro to title	X	X
Send AOS/intro to Lender	X	
MLS reminders (to pend, settle)	X	
Compliance Checks (2 prior to closing, does not include creating docs)	X	
Order U&O/CO, coordinate municipal inspection(s)	X^	X^
Order Tax Certs/Utilities Certs	X^	X^
Order Mortgage Payoff(s)	X	X
Reminders to lender for mortgage commitment, appraisal	X	
Send contingency deadline reminders (internal only)	X	
Request tax abatement, warranty docs	X	
Deposit reminders to client/coop agent	X	
Receive and review title	X	X
Utilities Information Email to client(s)	X	
Send settlement notice to client(s)	X	
Schedule settlement/deed package	X	X
Escrow Release Request (usually ordered 5-7 days prior to closing depending on brokerage requirements)	X	X
Request and Review ALTA (internal only, TMTC does not review ALTA items with clients)	X	X
Submit for commissions processing	X	

***starting January 1, 2023**, a \$25 non-refundable administrative fee is assessed at the time of file submission, the remainder is collected at closing.

^If a deal terminates, TMTC will invoice the client or agent directly for any reimbursements, no additional fee is collected.

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Service Options

Transaction Coordination	See additional page	\$425
TC + Compliance	^above, plus creation of any missing compliance docs	\$450
Conveyancing	See additional page	\$250
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*
Offer Support (Contract Write Up)	Contract & Compliance Creation	\$100*
MLS Support - Level 1	Create compliance docs, intro to seller, coordinate photos, LB placement, MLS draft, publish once reviewed by agent	\$150*
MLS Support - Level 2	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	\$200*
Deed Package Notary	Print Docs, travel to client, notarize, scan docs to title, drop in the overnight - PA/NJ only, local to Philly (Chester County, Bucks County, Delaware County, South Jersey)	\$100***
File Audit	Review available and required docs for brokerage compliance, send any missing docs for signature and/or request from transaction parties, follow up for completion, submit for approval	\$150*
FSBO	Work with seller on U&O/municipal certs, order tax/utilities certs as necessary, order mortgage payoffs, help clear title	\$250* In addition to payment upfront, we also require the seller to pre-pay for any known certifications
Termination Support	For deals that terminate, create/track down fully executed termination docs, submit for escrow release, coordinate return of escrow	\$25*

*requires payment upfront, non-refundable

***payment required at time of service, non-refundable