

Take Me *to* Closing

	Transaction Coordination \$375*	Conveyancing Only \$250*
Client/Agent portal access for important dates/file info	X	X
Weekly Email Updates	X	
Intro emails to client(s), co-op agent(s) & their team	X	X
Order/Intro to title	X	X
Send AOS/intro to Lender	X	
MLS reminders (to pend, settle)	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
Schedule settlement/deed package	X	X
Send Settlement Notice/ Utilities Info Email to client(s)	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
+\$25 Compliance/Commission Support	<i>optional</i>	<i>optional</i>
+\$25 Coordinate Home Inspections (buyers)	<i>optional</i>	<i>optional</i>
+\$25 Text Message reminders to you/your client	<i>optional</i>	<i>optional</i>
<p><i>Optional items are chosen at the time a file is submitted, capped at \$425</i></p> <p>*\$25 non-refundable administrative fee is assessed at the time of file submission, the remainder of our fee is collected at closing.</p> <p>^If a deal terminates, TMTC will invoice the client or agent directly for any reimbursements, no additional fee is collected.</p>		

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Service Options

Transaction Coordination	See additional page	Starting at \$375
Conveyancing	See additional page	Starting at \$250
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
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*
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

Interested in more support options? Ask us about our monthly subscription options that **include** personalized email templates, co-branded emails, offer write ups, listing coordination, termination support, compliance/commission support, and asking for reviews!

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All subscription levels include:	<ul style="list-style-type: none"> • Personalized email templates • Optional co-branded email signatures • Termination support • Commission/compliance support • Review requests 	
Bronze <i>Save over 25% on ala carte prices!</i>	\$375	5 Offer Write Ups or Listing Services
Silver <i>Save over 30% on ala carte prices!</i>	\$700	10 Offer Write Ups or Listing Services
Gold <i>Save over 35% on ala carte prices!</i>	\$975	15 Offer Write Ups or Listing Services
Platinum <i>Save over 40% on ala carte prices!</i>	\$1200	20 Offer Write Ups or Listing Services

The Fine Print

- An initial \$100 content creation charge will be assessed with your first month's subscription (this will cover the consultation to go over email personalization and co-branded options)
- Payment is to be remitted on the 1st of each month via recurring credit card charge.
- You may "roll over" services that you didn't use up to the number of your subscription package.
EXAMPLE - Silver Subscription, I use only 7 offerings this month, I roll 3 into next month and now have 13 available services. At the Silver level, you may only "bank" up to 10 additional services. Must be used same calendar year, cannot roll into the next.
- You must cancel in writing (an email, no text!) by the 25th of the month to stop the subscription for the next month.
- If you cancel, we will confirm any current deals for their ala carte options.