

# Transaction Coordination Services

Now Offering Complimentary Transaction Service Packages to Better Serve Our Agents.

Whether you're unsure of how to handle the details of a transaction or if you're just too busy to do it all on your own, we are here to support your business needs. These transaction coordination services will be handled with care to ensure a superior experience for your customers.

## COMPLIMENTARY

### RealSmart Agent Listing Package

- Includes listing creation
- Assist agent with completing listing agreement if needed
- Enter listing information into MLS and upload photos
- Email agent copy of MLS print-out (plano)
- Email agent missing documents, confirm all broker requirements are met
- Enter price reductions, status changes, and other changes in MLS
- MLS profile sheet required along with pictures

## COMPLIMENTARY

### RealSmart Sales Starter Package

- Create sale in RealSmart Agent portal
- Upload documents for broker review
- Periodically check portal over 72 hours for comments or missing documents
- Email agent missing documents, confirm all broker requirements are met

## COMPLIMENTARY

### RealSmart Agent Listing Creation

- Create listing in RealSmart Agent portal
- Upload documents for broker review
- Periodically check portal over 72 hours for comments or missing documents
- Email agent missing documents, confirm all broker requirements are met

### MLS Listing Entry

**\$25/per listing**

- Includes listing entry into MLS (description, details and photos uploaded)
- MLS profile sheet required along with pictures
- Credit card addendum required for payment

### Rental Creation

**\$75/per rental**

- Create rental in RealSmart Agent portal
- Upload documents for broker review
- Periodically check portal over 72 hours for comments or missing items
- Email agent missing documents, confirm all broker requirements are met
- Credit card addendum required for payment

### RealSmart Sales Contract Package

**\$375/per sale**

- Includes sales starter
- Create sale in RealSmart Agent portal, upload signed documents for broker review
- Periodically check portal over 72 hours for broker review comments or missing documents
- Email agent missing documents, confirm broker requirements are met
- Email introduction letter to title, lender, cross agent, and client introducing coordinator
- Follow up on receipt of any other required items
- Upload additional documents in the RealSmart Agent portal throughout escrow period
- Confirm access for inspection and appraisal appointments
- Complete buyer requested repairs list on designated form
- Follow up on documentation of repairs (if applicable)
- Can be taken from closing or paid by credit card

### Buyer/Seller Follow-Up On Missing Items

**\$50/per transaction**

- When documents are missing and holding up commission payment from title, we'll follow-up for you to get everything in order
- Can be taken from closing or paid by credit card



Contact us today at **TC@HomeSmart.com**  
or call **800.642.7658**