

SERVICES & PRICING

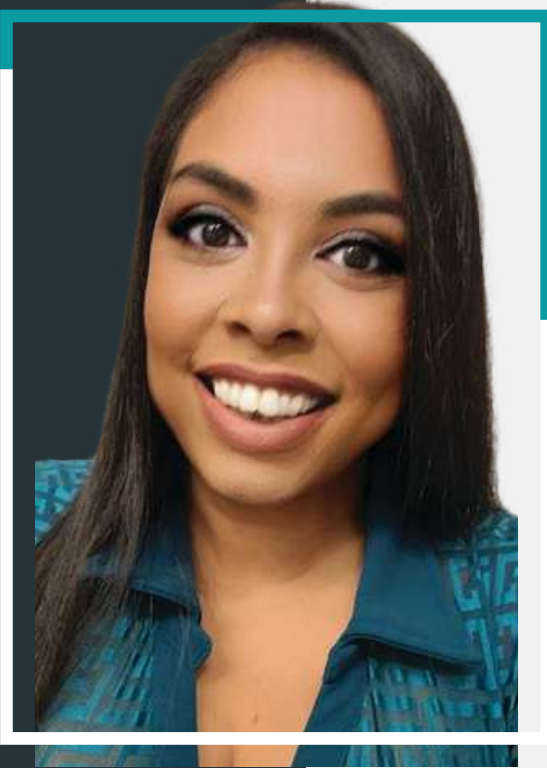
SERVICES & PRICING GUIDE
FOR HOMETOWN TRANSACTON
COORDINATORS



SERVING: FL, SC, NC, GA, AL, CO, TX, MD, DC, VA, NJ, NY, PA

HELLO & WELCOME

Welcome to the HometownTC Tribe! As you join us, you're not just embarking on a journey of seamless real estate transactions but also becoming a part of a mission-driven community. Our mission is to empower real estate professionals with unparalleled support and expertise, ensuring every transaction is handled with utmost care. Our vision extends beyond transactions; we aim to build a supportive network where every member thrives, fueled by our core values of collaboration, efficiency, and excellence.



By partnering with us, you're gaining more than transaction coordination services; you're aligning with a team dedicated to your success and committed to making a positive impact in the communities we serve. We promise to support you every step of the way, allowing you to focus on expanding your business while we manage the intricacies behind the scenes.

Welcome aboard to a partnership where your goals are our priority, and together, we strive to exceed expectations. Here's to a collaboration that propels you to achieve more than you ever thought possible.

Michelle Martinez

DOES THIS SOUND LIKE YOU?



- Ever feel overwhelmed with the never-ending tasks and admin duties, unsure how to manage it all?
- Does the thought of endless paperwork make your heart sink, leaving you feeling buried and stressed?
- Dreaming of more time for what you love – sales and client relations – but constantly bogged down by administrative tasks?



WHAT IF YOU COULD TAKE ON MORE BUSINESS, WITHOUT STRESSING OVER THE LITTLE DETAILS

DO YOU WANT MORE TIME TO SAVOR THE PRECIOUS MOMENTS AND SCALE YOUR BUSINESS?
let's go with yes!



DO YOU WANT MORE TIME TO SAVOR THE PRECIOUS MOMENTS AND SCALE YOUR BUSINESS?

Let's go with Yes

JUST SO WE'RE CLEAR AS I VALUE YOUR TIME

YOU'RE IN THE RIGHT PLACE IF:

- You're a real estate agent, team leader or independent brokerage owner that wants to build an empire.
- You want smoother transactions, less stress, more time for what you love.
- You're serious about having a system in your business that helps you make money and grow your business.

YOU'RE IN THE WRONG PLACE IF:

- You're comfortable with where your career is at and you're not interested in growing or scaling your business.
- You prefer transactions with more friction, heightened stress, and less time available for activities you enjoy.
- You're not invested in the long-term success and sustainability of your business.



WHAT TO EXPECT

AVAILABILITY

Your Dedicated TC is available M-F 9am-5pm EST and unavailable weekends and federal holidays.

COMMUNICATION STANDARDS

- Agent and TC will always reference the property's address in any communication
- Agent and TC will never text or email the phrase 'call me'. Enough information must be left for the recipient to (1) take action and (2) close the loop or end the conversation.

AGENT RESPONSIBILITIES

- Provide client contact information and all relevant documents through the portal.
- Negotiate repairs and/or any changes to the contract. Approve all document(s). Forward any communications to TC when not copied.
- Provide clients with real estate specific information that would fall under your jurisdiction



WHAT YOUR TC CANNOT DO

- We do not advise on any subject within the transaction.
- We do not answer client phone calls. This is for your protection/liability as well as our TC's.
- We do not Distribute 3rd party forms.
- We do not complete MLS Input Forms.

TRANSACTION COORDINATOR PACKAGE OPTIONS

SILVER ESSENTIALS	GOLD STANDARD	PLATINUM CONCIERGE
\$250	\$450	\$650
Included in this package: Office Compliance Management Digital Calendar with Reminders Welcome Letter to Professionals with Timeline Commission Instruction Processing	Included in this package: Buyer or Seller Customer Service Weekly Follow-Up with Stakeholders Drafting of Addenda and Extensions Request for Review Post-Closing	Included in this package: Custom Tailored Workflows Branded to You Templates and Signature Coordinate Inspection and Insurance Weekly Report to Seller or Buyer

➔ At Hometown Transaction Coordinators, we understand that not all files close as planned. To provide our clients with peace of mind, we waive our fees if the file does not close. However, if you request our coordinator to process the termination paperwork, we charge an administrative fee of \$75 for our time. Alternatively, if you choose to process the termination paperwork on your own, we will not charge the fee. We strive to provide transparency in our pricing and services and are committed to meeting our clients' needs with professionalism and excellence.

➔ In the event you represent both sides, there's an additional \$200 collected for processing the other side of the transaction.

A LA CARTE SERVICES

** Payment is due at time of purchase.*

LISTING LAUNCH SERVICES

- Input Listing into the MLS
- Create Ai Powered Marketing Remarks
- Set-Up ShowingTime
- Upload Photos/Create Captions
- Upload Supplements

\$125

DOCUMENT PREPARATION

- Listing Packages of 3 or more forms
- Purchasers Package of 3 or more forms
- Individual forms are \$35 each

\$95

FORGET ME NOT CAMPAIGN

- Post-Closing Gift Giving Campaign: three gifts are personally selected, and mailed out to the customer 30, 120, and 240 days after closing ensuring you stay top of mind during that critical first year when customer are actively speaking about their experience.

\$300

ADMIN HOURS

- Need a hand cleaning up your database? Set-Up or Manager your Social Media profiles? Well we got you covered, starting at \$35 per hour we can review and provide a quote to help manage the details “in between the deal”.

VARIED

FIRST 90 DAYS

MONTH ONE

In your first 90 days with HometownTC, expect a journey meticulously crafted for success. Week 1 focuses on onboarding, where you'll get to know your dedicated Transaction Coordinator and access our Agent Portal. By Week 2, we're launching your first listing and managing your initial transaction



MONTH TWO

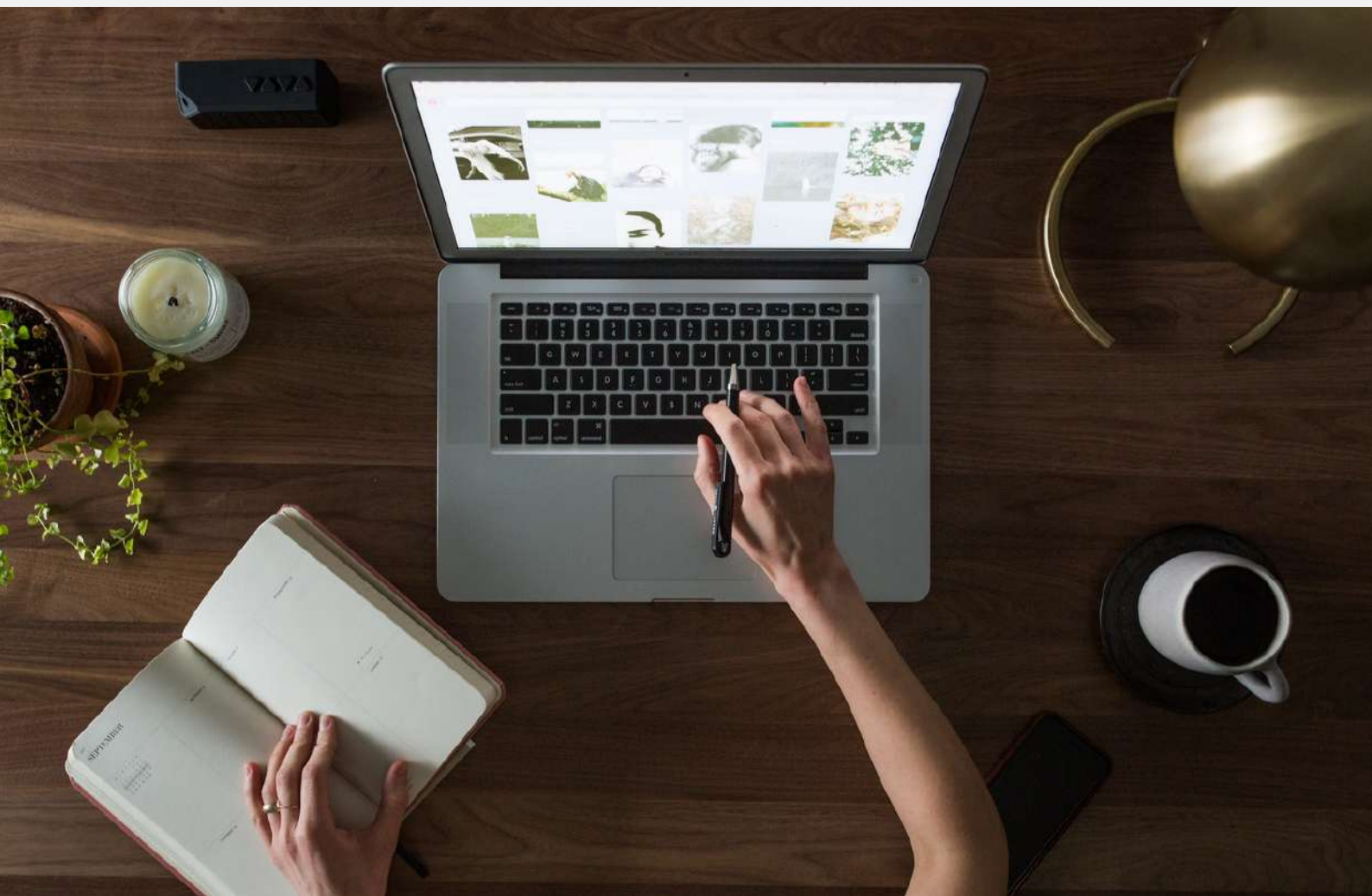
Weeks 4 to 8, we engage in a feedback loop, refining processes and ensuring everything runs smoothly. By the end of the third month, our collaboration becomes a well-oiled machine, perfectly aligned with your business goals.



MONTH THREE

This period also introduces you to the HTC Honors Program. Celebrating hard work is key, so we offer double points for referrals, testimonials, and active service engagement. These points not only signify achievement but also translate into double the impact through our philanthropic efforts, embodying our commitment to community and excellence. Together, we not only achieve success; we make a meaningful difference.





HTC HONORS PROGRAM

The HTC Honors Program is a standout initiative that's generating excitement among our agent partners. It's designed to recognize and reward the efforts of our dedicated real estate professionals. By engaging in activities such as referring new agents, leaving testimonials, and successfully launching listings and transactions, agents earn points. These points are not just a measure of success; they're a currency for exclusive benefits and rewards.

What makes the Honors Program especially appealing is its double points offer within the first 90 days of joining. This accelerated reward system allows new partners to quickly gain valuable benefits, enhancing their business and client service from the outset. It's a way for us to say thank you, encouraging a strong start to our partnership.

Moreover, the program aligns with our ethos of making a positive impact. Points earned go beyond personal gain, contributing to our philanthropic efforts. This dual benefit of rewarding our agents while supporting community initiatives has our agent partners buzzing with enthusiasm. It's a testament to our shared values and commitment to not just achieving success but doing so with a purpose.



CREATE
& INSPIRE

Testimonial

Michelle and her team have helped me improve my productivity and also provide my clients with a luxury customer service no matter the price of the transaction, which also have increased my referrals.

- Karla Sucre



Testimonial

The experience, customer service and knowledge they have is 1st class. I would highly recommend HTC and their services to any agent that is trying to grow their own business.

- Chris Wagner

NEXT STEPS

Getting Started is Super Easy!

01 NEW CLIENT REGISTER

Logon to our website and create your account [HERE](http://www.hometowntc.com/register)
(www.hometowntc.com/register)

02 SIGN THE RESA

Review and sign the real estate support agreement. This document outlines the roles, responsibilities, and terms of our collaboration, and ensures that our insurance covers every transaction we process together.

03 SECURE YOUR SPOT

Lastly, we will collect the enrollment fee, officially making you a full member of the Hometown Transaction Coordinators Tribe. Once this is squared away, you're free to submit orders seamlessly.



SPECIAL OFFER

NEW CUSTOMER SPECIAL

Starting something new can be a mix of exciting and a little bit daunting, right? We get it. That's why we've put together a little something to make kicking things off with us feel more like a warm welcome from an old friend than just another business transaction.

Your First Steps, Our First Treats

Jump on board with us, and let's smooth out those real estate rides together. To start, we're thinking a little discount magic might help:

- Trim \$50 Off Your First Three Rides: Consider this a little welcome gift from us. Your first three contract-to-close transactions? They just got \$50 friendlier on your wallet.
- Enrollment Fee? Let's Knock That Down a Notch: The usual ticket to join our crew is \$500, but for you? Let's make it \$300. We're excited to have you, and this is our way of showing it.
- Double the Fun with Honors Points: During your first 90 days hanging out with us, every transaction earns you double the Honors Points. It's our way of saying, "We're really glad you're here."

So, What's Next?

Well, if this feels right to you, if you're nodding along thinking, "Yeah, I want in on this," then let's get you registered - select the link below.

[**REGISTER**](#)



LET'S CONNECT

CONTACT HOURS

MONDAY - FRIDAY
09:00 AM TO 5:00 PM

CONTACT DETAILS

hello@hometowntc.com
www.hometowntc.com
(877) 810-8330



READY TO MOVE
YOUR BUSINESS
FORWARD?

REGISTER

