



LEVERAGE

(verb) Use or employ a resource to maximum advantage.

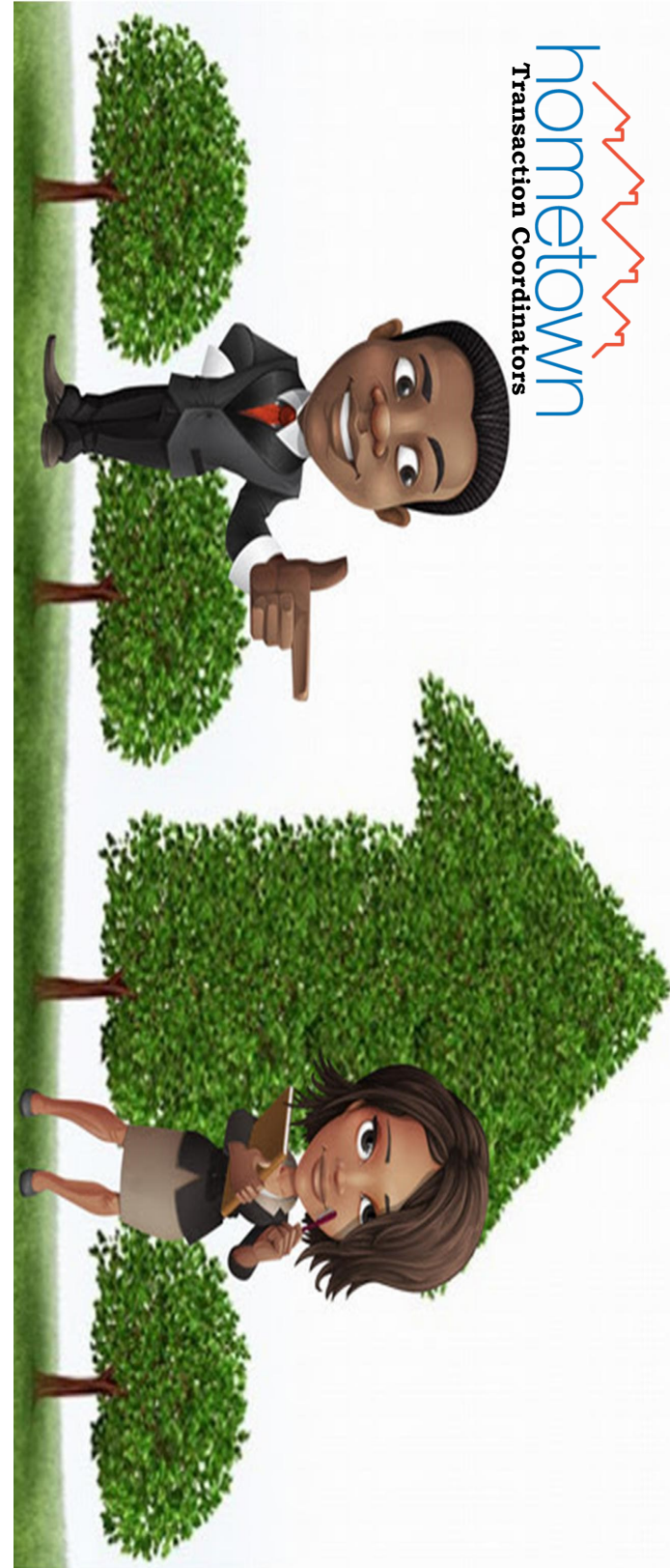
THE TC ADVANTAGE 5 KEY BENEFITS

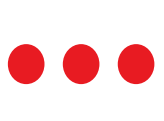
1. **Improve Focus on Business Building Activities.**
2. **Add the VERY BEST to your Team.**
Highly experienced coordinator since 1995.
3. **REDUCE and CONTROL Operating Cost.** *No Salaries or Overhead, an affordable per transaction fee with diverse payment options to suit your needs.*
4. **Personal Time to Pursue other Passions.** *Vacation, Volunteer or just a little of bit of Rest & Relaxation. Your pipeline is in good hands.*
5. **Increase Sales & Business Revenue!**



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Listing Coordination
\$275.00 Flat Fee

- **Quality Control: Listing Agreement and Brokerage Related Internal Document for Accuracy and Completeness.**
- **Schedule Photographers and Vendors for pre-marketing tasks.**
- **Request and Record from Seller Association Documents, Application and Contact Info.**
- **Obtain Sellers Property Disclosure or Non-Disclosure (if applicable)**
- **Request/Receive Seller prior title policy.**
- **Request Title Company Quotes (if applicable)**
- **Input Listing and Upload Attachments into MLS**
- **Verify & Validate popular websites are syndicating properly**
- **Remit to Seller Weekly Showing Time Listing Activity Report**
- **Request Feedback from agents via e-mail**
- **Update Listing Status**
- **Draft Listing Agreement Extensions for Approval, obtain signatures and update files.**
- **Two Options: \$275.00 due upon receipt of listing agreement OR 3 Bi-Weekly Payments of \$125.00 *** Listing Coordination is not part of the No Close Guarantee, all fee's are non-refundable and due in accordance to agreement.**



Contract to Close
\$350.00
Seller or Buyer

- **Quality Control: Review Purchase Agreement for Accuracy and Completeness.**
- **Supply Executed Documents to All parties**
- **Email Welcome Letter/ Introductory email to and critical dates to all parties.**
- **Review and Add all Contract/Critical Dates to Shared Calendar / CRM**
- **Coordinate Escrow Deposits**
- **Obtain Association Documents and deliver to Buyer and/or Buyer REP**
- **Draft Addenda for Approval, Complete and remit to all parties**
- **Track all critical dates and receipt of docs (i.e. title commitment, appraisal, lien search, survey, estoppels, loan approval, closing disclosure... et. al.)**
- **Coordinate Site Inspections for Agent and Vendors**
- **Maintain consistent communication on weekly basis with customer and party. End of Week report with updates to customer.**
- **Coordinate Final Walk-Through and Closing Schedule**
- **Troubleshoot issues within the transaction.**

Guarantee: If we don't close then we don't collect!

APPLICABLE TO CONTRACT TO CLOSE FEE ONLY



Contract to Close
\$550.00
Seller and Buyer

AGENT RESPONSIBILITY

- **Submit executed contract, addenda, MLS and tax sheet via our web form:**
<https://www.hometowntc.com/new-transaction-upload>
- **Negotiate repairs, appraisal issues and any changes to the contract.**
- **Attend all site related inspections.**
- **Review and approve all drafted addenda, settlement statement and internal brokerage documents.**

Hometown Transaction Coordinators

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