

# MLS Upload

**\$60**

- MLS input
- Photo uploads and virtual tour links to MLS

# Pro Listing Coordination

**\$99**

## Includes "Basic" plus:

- Request Seller initials on MLS sheet as "best practice"
- Email Sellers or agent "listing is live" with links
- **MLS Open house input** and **continuous** management until closing
- Set up and manage file in **brokerage compliance** system
- Track and review disclosures
- Obtain Signatures
- Create and manage **Agent portal** for 24/7 access to entire process, view TC tasks completed, access all current and closed transactions
- Create **branded and customized Seller Portal** for access to documents and more.
- Provide automated text reminders for: Remove Lockbox/sign, Review Commission Disbursement, Closing Gift, Follow up after closing

# Premium Listing Coordination

**\$175**

## Includes "Basic & Pro" plus:

- Exhibit A, last deed ordered\*\*, other docs, open title
- Collect HOA information, Sewer Summary order, aerials, property tax info and other associated documents
- Document Preparation under strict guidelines established by the the State in which work is performed. Ask your TC for details)
- Order/manage photos, warranties and pre-inspections
- Follow up with Agents chosen vendors
- Send branded, templated emails as requested
- Order Sign/Lockbox installation/removal, Set up #800 call-in numbers
- Create 1 branded "Just Listed" flyer pdf
- Create 1 branded "Just Listed" social media post
- (Almost) **Unlimited customization\***
- Request Seller review at closing with 1 branded "Just Sold" social media post or review post
- Request or manage and follow up referrals Order sign/lockbox removal at closing or remind agent to remove
- Provide *customized* auto text reminders to agent
- Other tasks may be available without extra cost. Just ask!
- Calendar feed for important dates you want in a chosen calendar

~We've added more ~

of what you're looking for!

Iodestar

Transaction Coordination