

# Services

## CONTRACT TO CLOSE

As your transaction coordinator we will manage and oversee the administrative tasks involved in your real estate transaction. We will coordinate communication between all parties, ensuring that all necessary documents are completed and submitted on time, schedule inspections and appraisals, track deadlines, and maintaining detailed records. Top Coordinator is here to ensure a smooth and efficient closing process.

**\$400**



## LISTING MANAGEMENT

Get organized and save time with Top Coordinator's Listing Management service. We specialize in creating detailed property descriptions, uploading high-quality photos, attaching pertinent documents, and ensuring accurate information for property listings. Let us take the hassle out of managing your property listings, so you can focus on closing deals.

**\$200**



## ADD-ON SERVICES

Looking for more or just need assistance with something else? Let us help you with these additional services: Notary Public Service (**\$10**), Listing input into the MLS (**\$100**), document/file compliance and organization (**\$50**).

