

## TRANSACTION COORDINATING SERVICES

**All Transactional Services Include a Free Homeowners Insurance Review  
& Quote From A Homeowners Insurance Specialist!**

### TC Basic Package

**\$175**

- ▶ Creating Opportunity in KW Command
- ▶ Creating all paperwork in DocuSign
- ▶ Confirm all paperwork is compliant.
- ▶ Upload Documents to KW Command Opportunities
- ▶ Receive Approval of Compliance
- ▶ Submit Commissions Request in KW Command

### TC Closed Package

**\$50**

- ▶ Update KW Command opportunity
- ▶ Update MLS Stratus
- ▶ Update client's information in KW Command (Phone number, address, email, etc)
- ▶ Add the client's birthday and house anniversary.
- ▶ Assign birthday and house anniversary plan
- ▶ Save sold copy of MLS Sold Status in KW Command
- ▶ Assign Neighborhood Watch Plan
- ▶ Send Client an Agent Review Request
- ▶ Receive approval of compliance.

### TC Plus Package

**\$350**

Includes basic package as well.

- ▶ Retrieve contracts from agent and Submit Opportunity for Compliance.
- ▶ Confirm all paperwork is signed and completed.
- ▶ Send open lines of communication email to all parties including lender, title company, and co-op agent.
- ▶ Ensure all contingencies are cleared.
- ▶ Follow up on appraisal inspections, HOA docs, etc.
- ▶ Communicates with all parties of the transaction.
- ▶ Follow-up with the lender on the loan process.
- ▶ Get utility information and send it to the client.
- ▶ Fill out Commissions in Command.
- ▶ Provides clear communication to the agent for every step of the transaction.
- ▶ Schedule walk through and closing with agent and title company.
- ▶ Upload Final CD to KW Command

**PACKAGES**  
BUILD FOR YOU  
**KWGC**

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### POWERFUL LISTING SERVICES Basic

**\$199**

- ▶ Input listing into MLS
- ▶ Make MLS listing Active, after written approval from Agent.
- ▶ Upload applicable documents to Stratus (When activated)
- ▶ Submit listing documents for compliance in KW Command and notify agent of compliance approval
- ▶ Set up Showing Time instructions
- ▶ Upload photos of listing on MLS

### PLUS

**\$299**

**(Choose Two of the Following) Includes everything in the basic package plus more.**

- ▶ Three Flyers (Open House, For Sale, and Coming Soon)
- ▶ Three Social Media Graphics: Coming Soon, Just Listed, Under Contract, Open House, and Just Sold.
- ▶ Two Post Card Designs or Two Door Hanger Designs-Options: Just Listed, Open House, Just Sold
- ▶ Command Listing Landing Page
- ▶ Update Featured Listings on Agent's Website

### OPEN HOUSE PACKAGE

**\$199**

- ▶ Command Landing Page for Open House Sign In
- ▶ Smart Plan for Open House Follow Up
- ▶ Flyer (Including pdf and png file.)
- ▶ Social Media Graphic
- ▶ Advertisement on surrounding area Facebook groups such as: Parker County Real Estate (up to 10 groups)

### Pre-Listing Package

**\$150**

- ▶ Listing Agreement Paperwork
- ▶ Send to seller and agent for signatures. (After agent approval)
- ▶ After signatures sent copy of agreements to seller (digital only)

### Al A'Carte Transaction Services

- ▶ Create Offer Amendment \$50
- ▶ Prepare Price Adjustment Amendment \$50
- ▶ Prepare Buyer Contracts, and send for Signatures \$75
- ▶ Prepare Seller Contracts, and send for Signatures \$75
- ▶ MLS Input only \$75
- ▶ Flyer only \$50
- ▶ Prepare GreenSheet \$25

## Professional Marketing/Branding Services

### Facebook Lead Basic Advertisement

**\$50**

- ▶ Create Advertisement, with your listing or office listing, to attract leads through Facebook

### Facebook Lead PLUS Advertisement

**\$125**

**Ad budget not included (5,7 or 10 day ad)**

- ▶ Create Smart Plan in Agents KW Command
- ▶ Adding leads to smart plans for length of ad
- ▶ Set Tasks followup for Agent to Call All FB Leads from ad

### Social Media Graphics Creation KW Package

**\$50**

**NOT A PAID AD. This is only for social media presence awareness.**

- ▶ Advertise Your Website x3
- ▶ Advertise Your App x3

### Social Media Graphics Creation Listing Package

**\$125**

**NOT A PAID AD. This is only for social media presence awareness.**

- ▶ Coming Soon
- ▶ Just Listed
- ▶ Market Snapshot
- ▶ Price Adjustment
- ▶ Open House
- ▶ Under Contract
- ▶ Just Sold

### New Agent Basic Package

**\$175**

- ▶ Listing Presentation
- ▶ Buyer Presentation

### New Agent PLUS Package

**\$349**

**(Choose Three of the Following) Includes everything in the basic package plus more.**

- ▶ Business Card Design
- ▶ KW Email Signature
- ▶ Facebook Business Page Set Up
- ▶ Graphics for Social Media Use
- ▶ Facebook Announcement Joined KW
- ▶ Advertise Your New Website
- ▶ Advertise Your Personalized App

## Professional Marketing/Branding Services

### Personalize Your Agent Website

**\$100**

#### 100 (Choose Two of the Following)

- ▶ Add Agents Listings and Office Featured Listings (up to 12)
- ▶ Add Client Testimonial Page
- ▶ Add Agent Bio or Team Bio
- ▶ Add a Free Mortgage Calculator Page
- ▶ Add Download My KW App
- ▶ Update Social Media Links
- ▶ Add Google Forms Questionnaires (Sends to Your Email after Submission)

Examples include: • What is the Value of My Home? • Thinking about Selling Your Home? • Thinking about Buying A Home?

### Smart Plan Creations

Starting at

**\$50**

- ▶ Referral Smart Plans
- ▶ Facebook Lead Smart Plan
- ▶ Recruiting Smart Plan
- ▶ Covid-19 Smart Plan (Check on Clients)
- ▶ Create Your Own Smart Plan
- ▶ Includes training on implementation to add smart plans to agents contacts.

### Build Your Own KW Command Custom Database Package

**\$50**

#### (Choose one of the following for every 200 Contacts)

- ▶ Delete Duplicates
- ▶ Move hidden information to correct placement in contact card
- ▶ Add tag systems (custom or pre-made)
- ▶ Add neighborhood nurtures (when applicable)
- ▶ Delete inactive emails
- ▶ Add any Smart Plan to contacts from Library

### AI A'Carte Professional Services

|                                        |                       |
|----------------------------------------|-----------------------|
| ▶ Agent BiO 150-300-500 words          | \$40-\$60-\$90        |
| ▶ Pro Listing Page With Domain         | \$150 Setup & \$40 PM |
| ▶ Homeowners Insurance Review & Quote  | Free                  |
| ▶ Group Training(marketing or Command) | \$50 PH               |