

*My tc does it!*

WHERE HELP ALWAYS ANSWERS!



## *Standard Rates*

<b>Service</b>	<b>Rate per Side</b>	
Transaction Coordination w/Client Contact	\$ 350	Full Service
Paperless System input Only (Skyslope, Dotloop)	\$ 100	
Administrative Assistance	\$ 30 Per Hour	

*✓ UC Transaction Coordination Services listed below*

### **Contract Acceptance**

Introduction letter to clients, lenders, title, & other agent routing communication to me  
Initiate and maintain paperless file  
Audit contract documents for compliance  
Order and Monitor Title  
Send contracts to lender  
Problem solve with title company/lender  
Provide needed amends, contracts, etc to lenders, title, and other agent  
Verify that appraisal is scheduled  
Verify all documents are complete  
Request, obtain, and distribute HOA documents  
Create and maintain contract deadline calendar.  
Monitor deadlines and send reminders  
Facilitate between title and lender  
Schedule closing  
Final file audit and submittal to broker

### *Special Services*

- *Special Package Deals  
(TC + CRM + Admin)*
- *Consulting*
- *Systemization*
- *Training*

Call or email for Quote ~ 970-236-1855~[info@mytcdoesit.com](mailto:info@mytcdoesit.com)