



## REAL ESTATE PAPER PRO

You do the selling...we'll do everything else

Transaction Management

ALL WORK DONE BY A LICENSED BHHSNJ AGENT  
WITH 20 YEARS EXPERIENCE

## MENU OF BASIC AND ADVANCED TRANSACTION MANAGEMENT SERVICES, JANUARY 2021:

**BASIC SERVICE:** Input a listing or sales/rental transaction, to Zipforms, (AKA Lone Wolf Transactions), send for approvals, or send offers, gather digital signatures, update paperwork and follow transactions to closing.

**Fully digital transactions: \$100. Per transaction or \$150. Per Disclosed Dual Agent (single agent) Transactions**

A transaction is defined by the number of times **original** paperwork is generated or an existing transaction is followed to closing. An individual property listing with multiple, different buyer transactions will be counted as more than one transaction, therefore, a **listing sold to a 2<sup>nd</sup> or 3<sup>rd</sup> alternate buyer will incur a separate fee as outlined below.** An individual buyer making offers on multiple properties will be counted as more than one **original** transaction. Transactions that expire or are withdrawn and are re-listed with new paperwork are counted as multiple **original** transactions. Exclusive listing agreements or FSBO agreements which then become MLS listings are treated as multiple **original** transactions. Minor amendments to existing paperwork are included in the original transaction fee before digital signatures are acquired. The purchase transaction \$50 fee of an agent selling his/her own listing will be billed as a Disclosed Dual Agency transaction at time of sale. An agent's listing becoming a sale with another agent will incur a fee, listed below. An accepted offer generated by us will incur an additional fee, listed below, and followed to closing. (PLEASE NOTE: Individual agents are responsible for checking, upkeep and updating of all MLS information, including status, and are responsible for any fines.)

### OPTIONAL, ADDITIONAL, ADVANCED SERVICES:

(May be in addition to BASIC SERVICE or may be stand-alone services without BASIC SERVICE.)  
(Package pricing also available) (Monthly invoicing is available)

**NEW!! Generate VOICE-OVERS** add \$50 per voice over, male or female. w music additional \$25, mix w video \$25 additional.

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| Scan documents or re-format:   | add \$25. per transaction – Also the charge for digital signing re-do for any reason.                          |
| Add photos to MLS:   | add \$25 per MLS, per transaction (GSMLS & NJMLS - belong to others? Let me know).                             |
| Submit listing paperwork to MLS:   | add \$25 per MLS, per transaction (GSMLS & NJMLS)  |
| Add listings to MLS  | add \$25 per MLS per transaction (GSMLS & NJMLS, add \$25 for MLS updating thru closing)                       |
| Submit change forms to MLS:  | add \$25 per instance, per transaction, per MLS (GSMLS & NJMLS)  |
| Transactions with relo paperwork:  | add \$25 per transaction, add \$35 per relo marketing report.  |
| Update 3 <sup>rd</sup> party websites:   | add \$25 per property/transaction  |
| Establish Moxi Agent Websites:   | add \$50 per agent, per website - Property Domains: Add \$25   |
| Post on Facebook   | add \$10 per Facebook posts (great for weekly drip, etc.)  |
| Send eCards, ExpressDocs Post Cards  | add \$35 per Card (agent credit card in Express Docs, marketing material \$50).                                |
| Accepted Offers:   | add \$25 (includes 1 revision of original offer)   |
| Hands-on client management:  | add \$50. per transaction (includes soliciting clients' docs & signatures & <b>Team Viewer</b> Remote Support) |
| Blogging   | add \$50 per blog post, \$100 one-time blog setup fee  |
| Liaison with agents, inspectors, mortgage reps, contractors, municipal officials, attorneys, relo representatives, acquire closing signatures, generate closing commission statements, establish transaction deadlines and reminders: (agent client responsible for enforcing all deadlines) : | add \$25 per transaction, per agreed upon tasks.   |
| Subbing for agent client:  | \$50 up-front fee per 14 day period + prices on this menu, per menu item.                                      |
| Place/retrieve signs, key boxes, radon:  | add \$55 per occurrence (10 mile radius, \$75 within 20 mile radius), per agreed upon tasks.                   |
| Sit open houses, home inspections, supervise agent, client, appraiser or contractor showings, walk thru, municipal inspections, closings:  | add \$100. per occurrence (10 mile radius, \$125 within 20 mile radius)  |
| Show properties to agent's clients:  | add \$100 per outing (max 2 properties, 10 mile radius, \$125 within 20 mile radius)                           |
| Show properties to client agent's customers, negotiate offers, supervise transaction as a buyer agent:   | <b>25% referral fee per deal.</b>  |
| Produce Relocation ERC forms:  | \$250 per relocation property (includes revisions). (\$175 if co-listed w Jim Stefanile)                       |
| Listing becomes Outside Agent Sale:  | add \$25 (if agent rents his/her own rental listing, add \$35, outside agent rents: add \$20)                  |
| Listing sold to alternate buyer(s):  | add \$50 per alternate buyer (in addition to original buyer fee).  |
| DFT after paperwork/Zip generated:   | add \$50 (if basic service rate has not been paid prior to paperwork generated, \$25 if it has)                |
| "Clean Up" of agent created folders  | add \$25 per Zip Forms transaction   |
| Transaction use: Online Lawyers Diary  | add \$10 (per transaction)   |
| Generate C of O / Fire Certificates:   | \$50 (w 1 property visit & photos to be submitted w application, 10 mile radius)                               |
| Circle of Excellence Applications  | \$100 Plus registration fee, cost of plaque, etc. \$25 to submit, get mgr signatures.                          |
| Register clients for Zip Forms Mobile  | \$15 or Register clients for Zip Record Connect \$25   |
| BPO letters for Court, Taxation, etc.  | \$150 (same fee for petition Form A-1 for property tax appeals)  |
| Data Entry (contacts for ecards, etc.)   | \$10 per hour  |

Screen Sharing & Chat help available at my payment website below



HOW MUCH MORE \$ COULD YOU MAKE IF YOU DIDN'T FACE THIS EVERY DAY?

**Jim Stefanile, ABR, GRI, SRES, SRS, QSC, g Certified, Certified Agent, The VA Loan.org, BHHSNJ Montclair**  
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**Use my secure site for online payments: <https://realestatepaperpro.com>**

**I accept Venmo (on my mobile site only, be sure Venmo app is on your phone & you're signed in), I also accept Paypal, Zelle and Credit Cards (on my desktop & mobile site) (no cash or checks during Covid-19)**

**You may also pay through my QuickBooks invoices using debit, credit or bank transfer.**

**NOT AFFILIATED WITH ANY OTHER TRANSACTION MANAGEMENT COMPANY**