



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 2nd or 3rd 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 Transactions that expire or are withdrawn and are re-listed with new paperwork are counted as multiple **original** transactions.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.

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 rd 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 & Team Viewer 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:		25% referral fee per deal.
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