



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, FEBRUARY 2022:

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 Transactions that expire or are withdrawn and are re-listed with new paperwork are counted as multiple original transactions.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) (\$25 for re-do's of listing paperwork)
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 \$50 per relo marketing report.
Update 3 rd party websites:	add \$25 per property/transaction
Establish Moxi Agent Websites:	add \$50 per agent, per website or Google Page - 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. Data entry for any online venue \$10 per hour.
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, agent/client/appraiser/contractor showings, walk thru, pu closing check, municipal inspections, closings:	add \$100. per occurrence (10 mile radius, \$125 within 20 mile radius, \$150 beyond 20 miles)
Show properties to agent's clients:	add \$100 per outing (max 2 properties, 10 mile radius, \$125 within 20 mile radius, \$150 beyond 20)
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:	\$75 (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 \$20
BPO letters for Court, Taxation, etc.	\$150 (same fee for petition Form A-1 for property tax appeals)
Offer Spreadsheets	\$125

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
james.stefanile@bhhsnj.com repaperpro@gmail.com 973-769-4041

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