

RE/MAX UNITED

WORK SMART SOLUTIONS

RE/MAX UNITED

Transaction and
Marketing
Coordinator

MELISSA MALMFELT



SERVICES

Transaction
Coordination

Listing Input

Listing Marketing

Marketing Materials

Flyers & Brochures

ATTENTION RE/MAX UNITED AGENTS

**OFFERING TRANSACTION & MARKETING COORDINATION SERVICES
FOR BOTH SIDES OF THE BUYING AND SELLING PROCESS**

Want to focus less on closing paperwork & marketing material, and get back to building relationships with your clients? You've come to the right place!

RE/MAX UNITED Transaction and Marketing Coordinator will provide Work Smarter solutions for every transaction. Our philosophy of service is to provide the attention to detail, marketing expertise, and individualized attention necessary to enhance the level of service to your clients. We want to assist in maximizing your potential business opportunities by being a valued team member for your transactions and marketing efforts.

WHAT WE OFFER



PRE-LISTING: COST \$225

- Create Transaction Room
- Upload new information into Paragon (Agent Review for Accuracy)
- Look up Tax Information and Schools & Enter into Paragon
- Check to see if property is in a Flood Zone
- Upload and Label Property Pictures and Virtual Tours
- Upload all related Documents/Disclosures
- Set up and enter Sentrilock Information
- Set up and Enter Showingtime Instructions
- Order Photographer & Measurements
- Update MLS Listing (as instructed by Agent)
- Additional Service Contract thru Closing:
Cost \$75

CONTRACT TO CLOSE: COST \$250

- Create Transaction Room
- DD and EMD received and signed for
- Send Contract to Attorney- give Buyer and Lender information and coordinate closing
- Send Contract to Lender and give Attorney information
- Schedule Inspections
- Email Listing Agent the dates and times for inspections and closing
- Email Buyer with dates and times of inspections and closing
- Confirm Buyer has Homeowner's Insurance and provide to Lender and Attorney
- Obtain Utilities List from Listing Agent for the Buyer and convey to them
- Check on appraisal/loan statuses
- Confirm with Attorney status of the Survey
- Remind Buyer about change of address and setting up Utilities
- Order Home Warranty if applicable
- Get Invoices to Attorney
- Confirm with Listing Agent where the Sellers will be leaving extra keys or garage door openers for Buyers
- Get copy of final Alta/CD and upload to Transaction Room



RE/MAX UNITED

LISTING BROCHURE/FLYER:

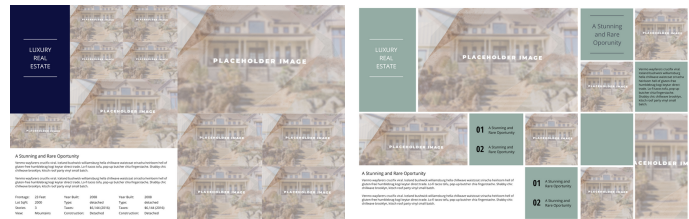
- We can provide you with print ready brochures/flyers.
- Standard Brochures/Flyers will be personalized, including agent/team photo & logo.
- Option of 2 sizes with several templates to choose from or create a custom version.
- You provide any specific marketing verbiage and property photos.
- Typical turnaround for templates is less than 48 hours. Cost: \$50 for using preformatted templates or \$75 minimum for custom design. (\$25 per hour after 3 hours of design time)

EXAMPLES:

Outside Layout-Front & Back Choices:



Inside Layout Options:



CONTACT US!

If you are interested in hearing more about the services we offer, are in need of Transaction Coordination, or Marketing Materials (samples available), please contact Melissa.

MELISSA:

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