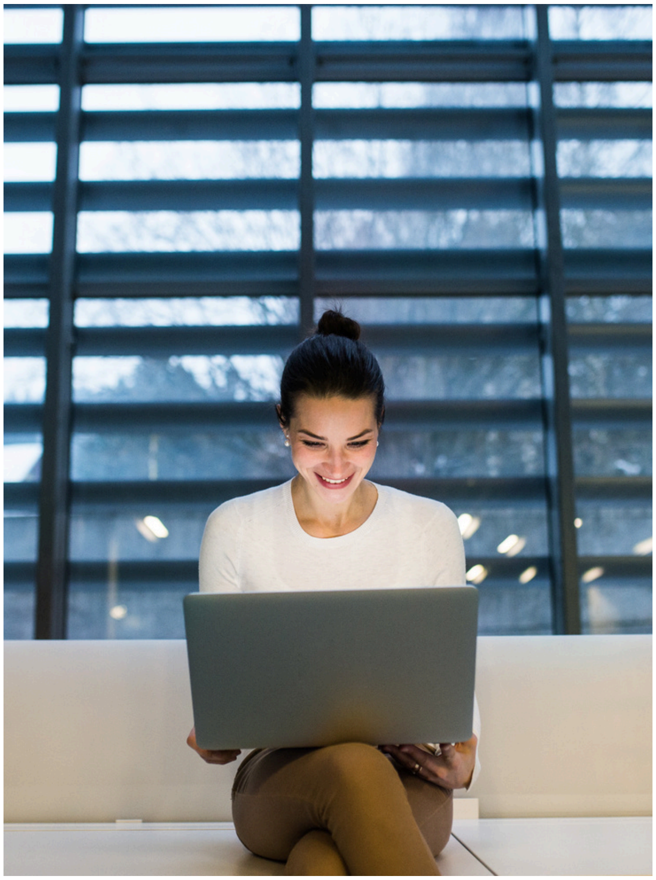
PRICING & SERVICES GUIDE



THE TC ADVANTAGE

PUSH PLAY ON YOUR BUSINESS

www.TheTCAdvantage.com

Mission

To give real estate agents the ability to leverage their time & energy away from the day to day tasks of transaction management by utilizing efficient systems, excellent customer service & an expanding database of experience & knowledge.

Vision

To be a valuable resource & an active partner in the real estate transaction focusing on risk management & compliance enforcement from contract to close.

Values

- Superior Customer Service
- Strive for Excellence
- Accountability
- Empathy
- Supportive
- Resourceful

Our Process

Before we go into detail about all that's included in our services, it's important to give you an idea of how we fit into the big picture of your transactions.

1

Signed Listing

Upon receipt of the signed listing & online form, we review documents, reach out to the Seller & submit the file for broker compliance.

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Reports

We will order & review the Preliminary Title report & NHD Zone report & send copies to your Seller. We'll order a Seller Home Warranty upon request.

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Seller Disclosures

We prepare the disclosure package & work directly with the Seller to complete & sign all required forms.

2

Open Escrow

Upon receipt of the signed contract & online form, we review the documents, send out introductions to all parties & submit the file for broker compliance

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Documents

We facilitate the delivery, receipt, & signing of all disclosures using Glide & DocuSign. We generate & get signed any requested addendums, repair requests or disclosures.

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Due Dates

We request status from vendors 2 days prior to major due dates or contingency removals & notify you if anything becomes past due.

3

Closed Escrow

Upon receipt of the escrow closing package we submit the file for final compliance review & post a "congrats" to our social media.

↓

File Delivery

You and your client each receive a password protected link to access the complete file. The link is cumulative & access to view or download is available for 7 years.

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Closing Statements

Each year in January we email your client a copy of their closing statement & thank them for their business on your behalf.

Seller & Buyer Side Services

On every file we make sure all documents are fully executed & DRE/Broker compliant. We submit your file for broker compliance review 3 times (4 if we receive the file as a listing) & at closing we provide you & your client a password protected log in to access, view and/or download the completed file for up to 7 years after closing. **Detailed services are highlighted below:**

Listings

Generate & facilitate the completion of all disclosures by the Seller. Order & review Prelim & NHD Report. Order Seller Home Warranty.

Escrow

Provide Escrow with: contract, contact info for all parties, how to deliver escrow instructions to your client, broker signed commission, CDA, client signed NHD signature page & amendments. Follow up on status of signed escrow package & loan docs. Inform escrow officer of any credits or price adjustments.

Lender

Provide Lender with contract & Listing Agent contact info to order appraisal. Follow up on status of appraisal order, appointment & results as well as status of loan approval & when loan docs are expected. Inform lender of any credits or price adjustments.

Disclosures (Buyer Side)

Ensure receipt of disclosure package by due date. Review disclosures for any missing items or signatures & facilitate completion. Deliver to Buyer to review & sign. AVIDs provided to agent via Glide to complete.

Inspections

Obtain copies of all inspections completed or noted in disclosures & provide to the client. Review reports to ensure the property is correct & all pages are provided. Scheduling inspections is not a part of our service.

Repair Requests

We offer 3 ways to process Repair Requests: 1) Copy/Paste list from email to form, 2) Pull already filled out form from agent's Zipforms & get signed or 3) Agent cc's us on delivery of signed form. Review final agreement for any credits or price adjustments & generate addendum for escrow & lender.

Contingency Removal

(Seller's Side) Send out CR form to Buyer's agent the day before it's due & notify Listing agent if not received by due date. (Buyer's Side) Send CR form for Buyer signature ***only*** if requested by Buyer's agent in writing.

Lease Listing

We only process the listing side of leases since the bulk of the required paperwork is provided by the Landlord upfront at lease signing.

Includes

- Order NHD Report
- Prepare & facilitate signing of all disclosures by Landlord
- Review all documents submitted or returned by Tenant for completion.
- Submit file to broker for compliance review
- Provide copy of completed file to agent & client

Broker Upload Only

This option is available for agents that prefer to process their transactions themselves but would like a 2nd set of eyes on the paperwork & to save time uploading the file documents to their broker. No client contact.

Includes

- Review all documents for completion
- Notify agent of any missing signatures or documents
- Submit file to broker for compliance review
- Provide copy of completed file to agent & client

Deluxe Listing Management

$199

This add-on service takes your leverage to the next level when you let our team handle your listing paperwork AND the MLS entry.

Includes

- MLS input as Draft (for agent approval)
- Upload property photos
- Enter captions for all photos
- Create property description
- Connect Supra lockbox
- Manage Showing Time schedule
- Input Open House details
- Update Active listing to Backup upon acceptance of contract

Listing Document Package

FREE!

You've got enough to prepare for ahead of your listing presentation, don't add more paperwork to the list. Our team will package together all relevant listing documents for you and the Seller to sign as well as a Property Profile report from your preferred Title company vendor.

Includes

- Generate the Listing Agreement with agent provided terms & conditions.
- Create a listing in Glide to allow for MLS connection & document corrections.
- Order a Property Profile
- Provide single document package including all listing documents, photographer release & Property Profile.

Pricing

We keep our pricing structure simple and competitive. The paperwork is the same no matter the price of the property so we only charge a flat fee. For that same reason, we don't reduce our fees for high volume or bulk transactions.

1

DELUXE LISTING

$199*

2

SINGLE SIDE

$600

3

DUAL AGENCY

$800

4

LEASE LISTING

$200

5

BROKER UPLOAD ONLY

$150

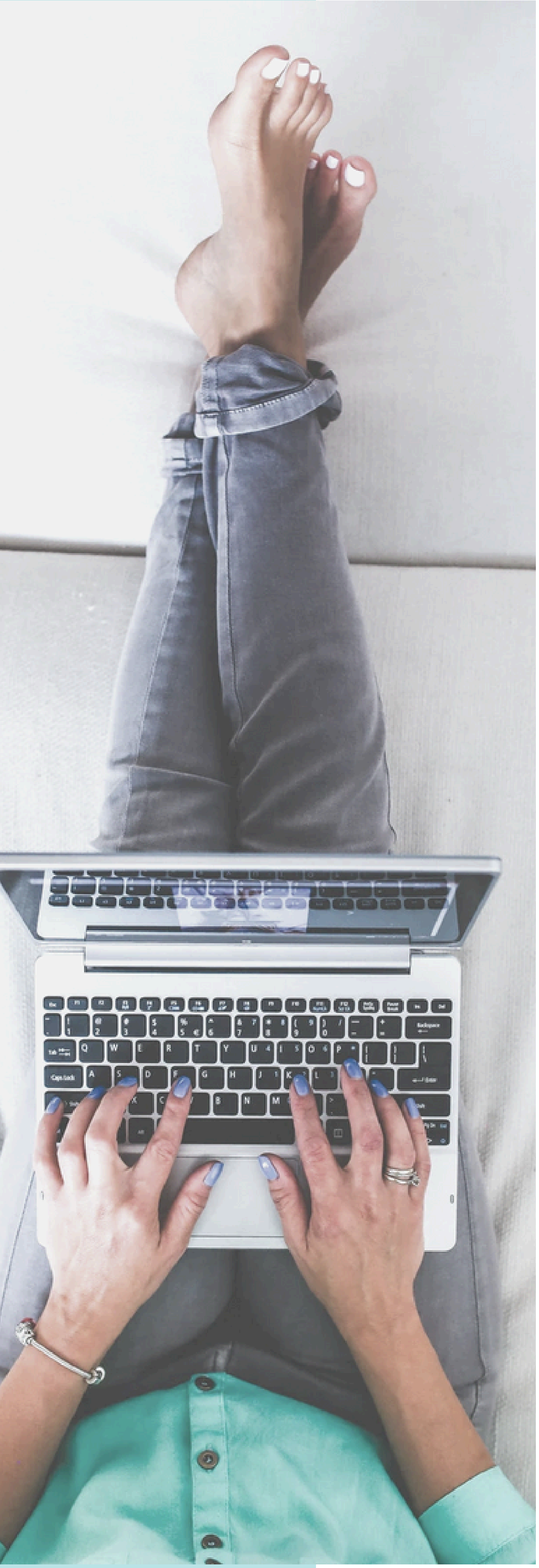
HOW DO YOU GET PAID?

We submit our invoice to escrow directly & are paid from your commission at closing. If your broker does not allow payment through escrow, we send you an invoice via QuickBooks after closing.

DO YOU OFFER DISCOUNTS?

When you refer an agent to The TC Advantage & they open a file with us, both you AND the agent you referred receive a $50 discount.

- **Payment for Listing Management Services are due at the time the order is placed and are in addition to any other Transaction Coordinator Service fee.**



Technology

As an independent & paperless Transaction Coordinator company, we have experience in multiple compliance & transaction management systems and utilize the latest technologies including:

- **Skyslope**
- **Command (Keller Williams)**
- **Business Tracker (Compass)**
- **SIDE App**
- **Brokermint**
- **DocuSign Transaction Rooms**
- **DotLoop**
- **Zipforms TMS (Lone Wolf)**
- **Glide**
- **DocuSign**
- **Dropbox**

Happy Clients

Lauren and the team at the TC Advantage are an invaluable resource to our business. She is professional, timely & on point. Always up to date on contract changes & requirements. Our clients always compliment us on her professionalism & care and it reflects on bouHAUS properties positively. She is "THE BEST"

Todd Bousman - bouHAUS Properties

The TC advantage is quite simply mandatory for any agent, Buyer or Seller in a real estate transaction. I have run a Keller Williams office and have been a trainer, Business Coach and board member of 7 offices (yup I know what I'm talking about!) Lauren and her team have been an integral part of my real estate business for four years and there is no one better!

Dominic Adams - Keller Williams Realty

...it's such a pleasure to have Brianna do my paper shuffle & follow up on all those deadlines! The last client...had a lot of questions & Bri went the extra mile for her & spent time on the phone explaining things. So worth it! Thank you so much!!! I can focus on all the other million things now.

Carin Molin - Top Agent, Inc

Next Steps

Hopefully the information provided in this guide has helped to answer some of the general questions you may have had about our services.

If you're ready to move forward, the next step would be a quick 20 minute call to discuss your specific needs & what you're looking for in a Transaction Coordinator service.

You can reach me at the phone number or email below to schedule a call.

I look forward to hearing from you soon!

Lauren Noack

Owner | Certified Transaction Coordinator

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