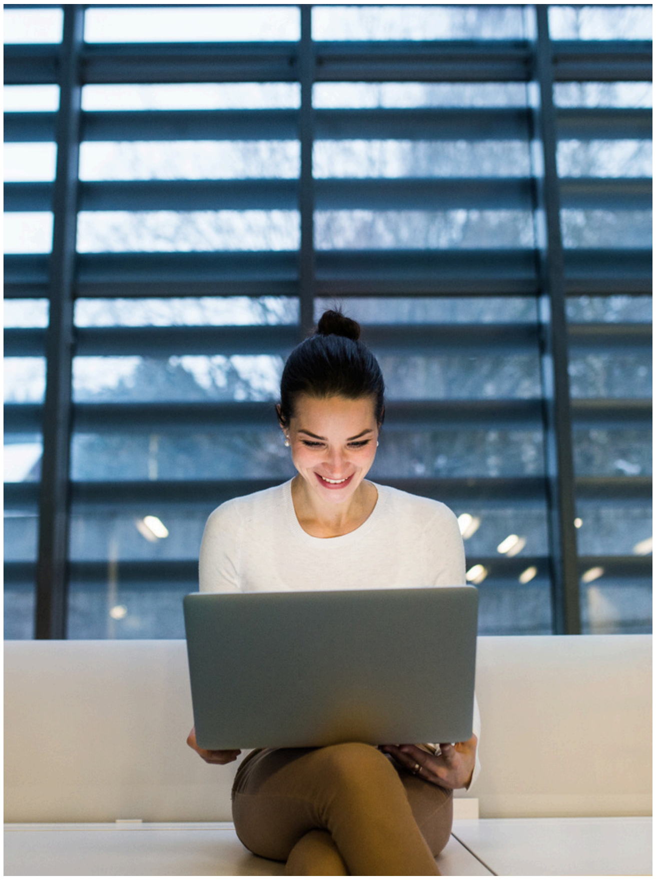
PRICING & SERVICES GUIDE



THE TC ADVANTAGE

Protecting Your Business, Powering Your Growth

December 2025

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

- **Integrity & Accountability** – We uphold the highest ethical standards and take full responsibility for our work.
- **Precision & Compliance** – We protect our clients and their transactions through meticulous attention to detail and adherence to regulations.
- **Support & Partnership** – We provide guidance, clarity, and reliability to agents and clients alike.

OUR PROCESS

1

Request a Listing Package

Submit an online request prior to your listing appointment and our team will generate the RLA and all relevant paperwork to get signed at your appointment.

2

Submit Your Signed Listing

Use our online Listing Intake form to submit your signed listing contract and required information 24/7. New listings are processed on Tuesdays and Thursdays & includes creating a new broker file & submitting for compliance review.

3

Order Reports

We will open title to verify Seller vesting, order the NHD zone report & send a copy to the Seller, and we'll order a Seller's Home Warranty upon request.

4

Prepare Seller Disclosures

Our team utilizes Glide to provide the Seller a simple and streamline experience filling out property disclosures. Once complete, we send you a copy to review & approve before then collecting signatures.

5

Submit Your Accepted Contract

Use our online Escrow Intake form to submit the signed contract & required information. Upon submission, automatic emails go out to escrow, the co-op agent and lender providing them with any required info.

6

A Formal Introduction

After review of the contract we will send out our more detailed introductions that include a 1 page breakdown of time frames and 24/7 portal access to your client. We will submit the new file to your broker for compliance review.

7

Process Documents

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

8

Track Deadlines & Due Dates

We request status from the relevant party 2 days prior to major due dates or contingency removal deadlines & notify you if anything becomes past due.

9

Prepare for Closing

As we approach the closing date, our team will complete a final check in with escrow & the lender to verify all terms, send utility transfer reminders to your client and send you a reminder about getting the final walk through scheduled.

10

File Close Out

Upon receipt of the escrow closing package, we submit the file for final compliance review and post a "congrats" to our social media (optional). Portal access to all transactions & documents remains available to you & your clients even after closing.

11

After Closing Follow Up

The January after closing we email your client a copy of their closing statement & thank them for their business on your behalf. We also send you a direct reminder of the annual purchase anniversary for each of your Buyers.

SCOPE OF SERVICES

SERVICES WE PROVIDE

Document Preparation & Management

- Prepare and complete transaction documents at the direction of the Agent
- Ensure documents are routed to all necessary parties for review or signature
- Organize, track, and manage all transaction paperwork in accordance with brokerage compliance requirements
- Upload documents to Broker compliance systems
- Review documents for missing signatures, initials, dates, or required forms
- Maintain a complete digital file and provide post-closing access

Signature Coordination

- Send documents for electronic signature
- Confirm all signatures and initials have been obtained
- Follow up with parties who have not signed
- Deliver or pick up documents for signature without explaining or interpreting content

Communication & Coordination (Admin. Only)

- Communicate with escrow, title, cooperating agents, lenders, inspectors, and other third parties for document-related or task-tracking purposes
- Request escrow instructions, addendums, disclosures, HOA documents, or other required paperwork
- Notify Agent of items needed to maintain a complete file
- Provide regular transaction updates to Agent

Tracking & Reminders

- Monitor contract deadlines as written (contingencies, deliverables, closing dates)
- Alert Agent of approaching or missed deadlines
- Track receipt of disclosures and required forms
- Track corrections and missing file items

General Administrative Support

- Prepare signature packets
- Maintain contact information for all parties
- Provide neutral assistance without advising, interpreting, or directing clients

SERVICES WE DO NOT PROVIDE

(Licensed Activity or Outside TC Scope)

The TC Advantage cannot perform any activity requiring a real estate license or any task that involves advising, interpreting, or influencing a client's decisions.

Legal, Contractual, or Advisory Services We Cannot Perform

- Explain, interpret, or discuss the meaning or impact of any document
- Give advice regarding inspections, repairs, negotiations, pricing, or strategy
- Advise clients on how to respond to contractual issues
- Draft new contractual terms or clauses
- Determine if a file is legally compliant or complete
- Provide brokerage-level compliance determinations

Client Interaction We Cannot Provide

- Represent clients or act on behalf of clients in any capacity
- Communicate directly with clients about legal, contractual, or transactional implications
- Facilitate or negotiate between the parties
- Deliver bad news, negotiate repairs, or discuss contingencies

Funds, Property Access & Physical Tasks We Cannot Perform

- Handle or transport earnest money deposits, checks, or any funds
- Provide wiring instructions or discuss escrow procedures
- Schedule, coordinate, or attend inspections, showings, appraisals, or walk-throughs
- Distribute keys, lockboxes, remotes, or access devices
- Meet inspectors, vendors, appraisers, or clients at the property

Tasks Outside Administrative Capacity

- Marketing, photography scheduling, staging, or open house coordination
- Creating or reviewing CMA reports
- Scheduling repairs or contractors
- Managing renovations or vendor work
- Managing personal assistant tasks for Agent
- Sending email or text messages to clients beyond document-related requests

SCOPE OF SERVICES *Continued*

AGENT RESPONSIBILITIES
(What We May Ask You to Handle)

We will refer tasks back to you when they involve:

- Offering or interpreting advice
- Brokerage policy decisions
- Negotiations, contractual disputes, or amendments requiring strategy
- Client communication that may influence decision-making
- Any action requiring a real estate license
- Any direction that contradicts DRE-compliant procedures

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.

PRICING

FULL SERVICE COORDINATION

• SELLER SIDE ONLY REPRESENTATION	*$600*
• BUYER SIDE ONLY REPRESENTATION	*$600*
• DUAL AGENCY REPRESENTATION	*$800*

COMPLIANCE SERVICES

• LEASE LISTING	*$200*
• BROKER UPLOAD ONLY	*$200*
• FSBO OR UNREPRESENTED BUYERS	*$800*

LISTING MANAGEMENT

• DELUXE	*$199*
• PREMIUM	*TBD*
• PLATINUM	*TBD*

ADDITIONAL SERVICES

• LISTING DOCUMENT PACKAGE*	*$50*
• ADDITIONAL BUYER PROCESSING	*$50*
• EXPEDITED PROCESSING	*$75*
• CANCELLATION PROCESSING*	*$75*

** Upon Request*

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 receipt of initial deposit.
- *NOTE: This service is unavailable for listings with a 48 hour or less MLS entry deadline.*

Listing Document Package

$50

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.

Lease Listing

$200

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

$200

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

FREQUENTLY ASKED QUESTIONS

1. **How do you get paid?** *We submit our invoice to escrow directly and are paid from your commission at closing. If your broker does not allow payment through escrow, we provide an invoice for online payment after closing.*

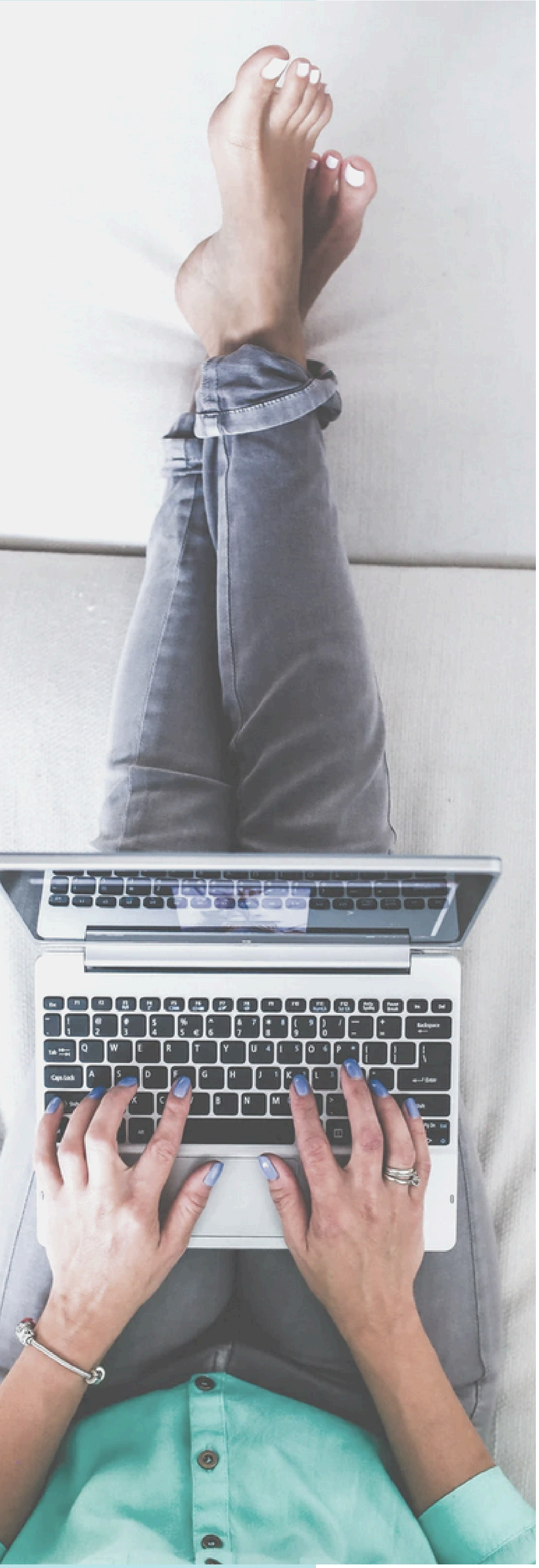
2. **Can I have my client pay your fee?** *No, but you can have your client pay you additional commission to cover the cost of our fee. This additional fee must be noted on the RLA or BRBC prior to contract acceptance.*

3. **Do you offer discounts?** *Currently we offer a $50 discount to you AND the agent you refer to our services when they open their first file with our team.*

4. **What happens if the file cancels?** *We don't charge on every cancellation however there is an additional $75 processing fee to generate cancellation instructions, collect signatures & coordinate with escrow & Buyer the return of their deposit.*

5. **Do you schedule & coordinate inspections?** *No. We rely on the agent to schedule all inspections, repair work & final through appointments. We make sure to confirm that these have been arranged & follow up for copies of reports.*

6. **Are you available nights & weekends?** *No. We follow a similar schedule to our vendor partners. Our office hours are Monday - Friday from 9am - 5pm. We are closed on federal holidays.*



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 & Compliance**
- **REAL Compliance System (Bolt)**
- **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 15 minute call to discuss your specific needs & what you're looking for in a Transaction Coordinator service.

Schedule a time that works best for you using **THIS LINK**.

I look forward to hearing from you soon!

Lauren Noack
Owner | Certified Transaction Coordinator

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