

Services Provided



Brandi Hedges

REALTOR/TRANSACTION COORDINATOR

TC@HOMESWITHHEDGES.COM

(225) 413-0550

Contract to Close

NO NEGOTIATIONS ARE DONE BY COORDINATOR
Send Executed Contract with intro email to all parties
Weekly emails (all parties) with updates as needed
Manage all deadlines and remind parties
Prepare and send amendments
Order Home Warranty
Keep Realtors program up to date/organized
Review all contract documents for completeness
Send for Compliance Approval
Complete and Send CDA (with agent approval)
Schedule Closing
Receive Final HUD

\$300 (Buyer/Seller)

\$425 (Dual Sides)

Paid At Closing

*** Paid via CDA with a TC fee to Jolie Maison, LLC OR

An invoice will be emailed to you through Quickbooks, from Jolie Maison, LLC once funded. This will be due within 3 business days of funding. If a transaction does not close, no payment is required.

Compliance Only

NO COMMUNICATION WITH BUYER/SELLER/LENDER/TITLE

Review all contract documents for completeness

Send for Compliance Approval

Complete and Send CDA (with agent approval)

Receive final HUD and close out file

\$100

Paid At Time of Closing

*** Paid via CDA with a TC fee to Jolie Maison, LLC OR

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New Listing Preparation

Prepare Listing Agreement
Prepare all documents associated with listing
Send documents for signature
Schedule Photos (if needed)
Schedule Stager (if needed)
Prepare and Send Amendments as needed
Manage Deadlines and remind agent

\$75

Paid At Time of Preparation

*** An invoice will be emailed to you through Quickbooks, from Jolie Maison, LLC once docs are submitted to seller. This will be due within 3 business days of the invoice being sent.

Preparing Contracts

NO NEGOTIATIONS WILL BE DONE BY COORDINATOR

AGENT WILL GIVE ALL INFORMATION FOR COORDINATOR TO
FILL IN BLANKS OF CONTRACT

Complete and submit offer contracts/addendums
\$50/offer

Addend contract submitted due to further negotiation
\$20

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Add On Services

Create Property Flyers (Just Listed, Just Sold, Open House, etc)

\$30/design

Weekly Email Cleanup

\$35/hr

CRM/Data Entry

\$35/hr

Basic Bookkeeping

\$35/hr

Newsletters

\$45/month

Branded Buyer/Seller Presentation

\$75

Zipforms Templates

\$50

If there is something you may be interested in that is not listed..let's talk!

*** Add on services and subject to TC availability

*** Hourly rate services are subject to one hour minimum

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This will be due within 3 business days of the invoice being sent.