



List of Services

Getting Started

- Your chosen unlicensed assistant will give you a call to determine your preferences and obtain additional information that will be needed to begin working with you.

Upon SimplyTC Transaction Submission

- Once you have a Residential Listing or an Accepted Contract you will send the ratified contract with addenda/counter offers and MLS Printout.
- Your unlicensed assistant will provide services upon submission of ratified contract.
- Your unlicensed assistant will make every attempt to reply to your emails within 2 hours during normal business hours excluding weekends.
- Your unlicensed assistant will become an integral part of your team and operate as an administrative and supportive resource for you and your clients. Extending as much care and consideration to your clients as you do.
- Your unlicensed assistant will review the contract for all signatures and dates and request any missing items.
- Your unlicensed assistant will open Escrow, request wire instructions and follow up on Earnest Money Deposits upon Agent approval.
- Your unlicensed assistant will request and monitor Escrow/Title and HOA documents.
- Your unlicensed assistant will create and share a timeline with your clients and all of the parties involved in the contract within 24 hours of receipt of ratified contract (excluding weekends) and they will keep the timeline and contacts up to date throughout the transaction.
- Your unlicensed assistant will upload the key dates of a transaction to our calendar and sync them to your calendar.
- Your unlicensed assistant will transmit only instructions or information to clients, contractors, inspectors, appraisers and maintenance/repair people as completed and dictated by a licensee.

- Your unlicensed assistant will open a broker compliance file and keep track of all documents required by your brokerage checklist and final document submission for the file so you can get paid.
- Your unlicensed assistant will request signatures on all required documents and disclosures through the licensee's desired E-Signature program and send the documents out to the receiving parties per Agent approval.
- Your unlicensed assistant will work within your current applications for compliance.
- Your unlicensed assistant will assist in scheduling the inspections requested, the appraisal, repairs, re-inspections and the final walk through.
- Your unlicensed assistant will continue to communicate with your client providing information of next steps and action items that may be approaching throughout the transaction.
- Your unlicensed assistant will stay ahead of contract deadlines with reminders, assist with and follow up on contingency removals, and help with generation of repair requests.
- Your unlicensed assistant will be able to reply to your clients during business hours when you are out in the field showing houses.
- Your unlicensed assistant will be able to assist in finding solutions and answers to questions and absolve challenges that may arise during the sale.
- Your unlicensed assistant will keep you and your clients information private and operate with the utmost confidentiality.
- Your unlicensed assistant will ask you to review all addenda and documents from the lender, title, escrow, or Agent on the other side that change the terms of the contract, and get your approval before sending them out for signature to your client.
- Your unlicensed assistant will order a home warranty when applicable.
- Your unlicensed assistant will follow up with Lenders and provide documents and support needed to get your client to a successful closing.
- Your unlicensed assistant will request any settlement statements for you and your clients to review before signings are scheduled.
- Your unlicensed assistant will assist and confirm signing appointments for closings.
- Your unlicensed assistant will ensure that your commission demand was generated, received and signed according to your Broker's requirements.

Upon SimplyTC Transaction Conclusion

- Your unlicensed assistant will request and upload all closing documents to your broker compliance file.
- Your unlicensed assistant will send your client a copy of the documents that were fully executed during the transaction.
- Your unlicensed assistant will send all email correspondences that transpired during the transaction to your file or email just after file completion.
- Your unlicensed assistant will finalize the transaction with SimplyTC and prompt final payment.
- Your unlicensed assistant will ask for a review from your client(s) to your preferred platform in the final email communication.

Your Assistant Will Not...

- Your unlicensed assistant will not make changes or additions to your MLS, order lockboxes, signage or update the MLS status.
- Your unlicensed assistant will not attend meetings with the broker and take notes during meetings.
- Your unlicensed assistant will not assist with CRM input or Marketing before or after a transaction. (These services may be available in the future)
- Your unlicensed assistant will not be working on commercial sales at this time.
- Your unlicensed assistant will not make sales calls or work as a sales agent in marketing or lead follow up, assist or direct in the procuring of prospects calculated to result in the sale, exchange, leasing or renting of real estate.
- Your unlicensed assistant will not originate documents; provide advice, pricing, or opinions of value to a consumer; provide advice or negotiate with anyone regarding a property or a transaction; assist in the preparation of documents with a consumer.

Prices

\$100	\$250	\$350
Upon SimplyTC Transaction Submission	Upon SimplyTC Transaction Conclusion	TOTAL TRANSACTION FEE

****Dual Agency: *\$150 (Additional)**

For agents representing both Buyer & Seller in a transaction.

SimplyTC works closely with the Licensee to determine the Licensee's preferences and communication style and notify our internal operations team to verify that each transaction in progress is set up according to the Brokers specific requirements and properly stored in the dedicated transaction management software. Our unlicensed assistants can generate Commission demand requests subject to approval by Licensee for accuracy before submitting to escrow and broker.