



Residential Contract to Close: Tiered Service & Price List

Updated 6/1/2026

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Interested in a custom solution for your business that isn't listed? Contact Heather to discuss options.

| | Full Service: \$375 (single side) + \$100 for FBSO or unrep'd buyer | Cash Quick Close \$275 (single side) + \$100 for FBSO or unrep'd buyer | Paperwork Only: \$175 | Offer Writing: \$75 | Cancellations \$75 |
|--|--|---|-------------------------------------|-------------------------------------|--|
| Communication | | | | | |
| • Assigned, same TC to all your files | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Cancelled files are subject to a cancellation fee. The TC may complete and distribute all required fall-through documentation, notify all parties, and assist the appropriate party with the return of earnest money (if applicable), as directed by the agent. The cancellation fee is due on or after the Friday following the cancellation. |
| • Consistent, proactive communication throughout entire sale with your experienced TC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Introduction email to all parties (co-op, title, lender, clients) involved in the transaction with respective documents & pertinent info | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Summary of key dates and transaction info | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| • Agent Portal with all transaction info for yourself, or for your team (if you are the team leader or broker) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Weekly Summary with dated Milestone updates to clients every Friday | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Text reminders to Agent prior to all deadlines | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • TC continually monitors, follows up, and provides updates on all deadlines and contingencies | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Agent copied on all email communication | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Key information provided to clients at every milestone: loan application, earnest/trust money, appraisal, inspection, closing prep | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Assist and support any transaction requests from any party in the sale | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Communication co-branded to agent (i.e. TC email signature and Summary Report branded to Agent) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |

Documents & Brokerage Compliance

| | | | | | |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| • TC will organize and label documents (i.e. Dotloop docs and folders) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| • Create and complete pending file as required by your brokerage (i.e. SkySlope, Sales Input etc.) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| • Upload completed pending documents to compliance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| • Review all pending documents and retrieve any missing signatures and make any corrections under agent direction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| • Write, execute, and distribute any/all Real Estate forms under agent direction throughout sale | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Expedite signatures by using our text service to notify clients and agent when documents need signature | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Continuously upload docs and monitor compliance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Confirm receipt of earnest money and receipt distributed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Order Home Warranties | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Compliance review before closing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Prepare and execute closing paperwork under agent direction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Complete and submit closing compliance paperwork | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| • Write offer | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |

Agent Promotion & Social Media

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|--|-------------------------------------|-------------------------------------|--|--|--|
| • Under Contract social media post branded to Agent with your photo and contact info | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Just Closed social media post branded to Agent with your photo, contact info, property photo | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Email signature branded and customized to Agent | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Request reviews & referrals from clients on your behalf after closing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Communication with Referral Agent when applicable | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |

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|--|--|---|----------------------------------|--------------------------------|-------------------------------|
| Inspections | | | | | |
| • Provide your inspector recommendations to buyer clients when applicable | <input checked="" type="checkbox"/> | | | | |
| • Schedule inspections as requested | <input checked="" type="checkbox"/> | | | | |
| • Provide informational email to buyers and sellers on what to expect with inspections | <input checked="" type="checkbox"/> | | | | |
| • Ensure termite letter received, signed, invoice to title when applicable | <input checked="" type="checkbox"/> | | | | |
| • Write Repair Amendments or Notification under agent direction | <input checked="" type="checkbox"/> | | | | |
| • Ensure any repairs are completed before closing and documentation received and sent to other party | <input checked="" type="checkbox"/> | | | | |

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|---|-------------------------------------|-------------------------------------|--|--|--|
| Deadlines and Tracking | | | | | |
| • All contingencies sent to Agent's calendar (i.e. Google, iCal) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Any added contingencies/special stips checked on and support provided | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Text reminders to agent on deadlines | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |

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|--|-------------------------------------|--|--|--|--|
| Financing | | | | | |
| • Introduction to lender with all necessary documents | <input checked="" type="checkbox"/> | | | | |
| • Verify and notify parties loan application made and credit report ordered | <input checked="" type="checkbox"/> | | | | |
| • Support any questions or requests from lender | <input checked="" type="checkbox"/> | | | | |
| • Confirm appraisal ordered and provide information on the appraisal process to clients | <input checked="" type="checkbox"/> | | | | |
| • Confirm appraisal due date and follow up | <input checked="" type="checkbox"/> | | | | |
| • Confirm appraisal received; support follow up plan if appraisal is low or requires repairs | <input checked="" type="checkbox"/> | | | | |
| • Ensure lender is on track for loan approval, CD release, CTC and closing date | <input checked="" type="checkbox"/> | | | | |

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|--|-------------------------------------|-------------------------------------|--|--|--|
| Title | | | | | |
| • Send contracts and all needed info (commission, HOA etc.) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Ensure title work and loan payoffs on track | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Two week and one week before closing check in's | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Complete Qualia requests; answer/support any questions from title | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Request and review ALTA for accuracy | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Connect multiple title companies when transactions are contingent on other sales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |

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|---|-------------------------------------|-------------------------------------|--|--|--|
| Additional Coordination | | | | | |
| • Coordinate final walk throughs, notify parties, and add to Agent's calendar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Coordinate closing time and send to all parties and add to Agent's calendar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Gather and provide utility information | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Provide information regarding closing including: utilities, location and time of closing, what to bring and what to expect at closing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| • Coordinate and notify any other appointments as needed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |

Details:

- All services will be implemented in line with the Service Agreement.
- Service selections are made by the Agent when the bound contract is submitted at: <https://www.taylorlortexpert.com/newcontract>.