



Twin Cities TC will support you from before the listing all the way to close. We want to ensure your business is operating efficiently and allowing you the opportunity to focus on growth. Please review the information below to see how we can save you some time!

CONTRACT TO CLOSE - \$250

- OFFER WRITING -** Available nights and weekends, we have an online submission system or a hotline so a TC can gather the required information from you. No extra fees.
- CUSTOM TEMPLATES -** Our task list is comprehensive but your business is unique. We can - Assist with Addendums and Amendments, Send Documents for Signature, Order Home Warranties, Send Template Emails, and More! Just ask and we'll do our best to accommodate.
- COMPLIANCE REVIEW -** We'll make sure your file is compliant to State and Broker standards. We will also upload your docs to the appropriate broker software
- TRACKING TIMELINES -** Contingencies, Appraisals, Closings, etc. we'll keep everyone in the loop and on track. We send vendors weekly reports so everyone stays on the same page.
- FACILITATE COMMUNICATION -** We will be the central hub of communication for Title, Loan, the Other Agent, Admins, Assistants, and Yourself.
- CLIENT TOUCHES -** We'll get the client their docs, send them weekly reports, send utility information, and any additional communication you need.

MLS MANAGEMENT - \$125

We will compile and pre-fill your listing contract including broker specific forms, disclosures, and historical MLS data. You can use the online submission system or call into the hotline. No extra fees. **There is no charge for using this service even if you're not using us for MLS Management.**

LISTING PREPARATION

AUDIT LISTING DOCS

Even if we didn't prepare them we'll audit them and make sure everything is compliant and set up for success.

We will change statuses, upload photos, supplements, MLS Data, and Open Houses. We will also set up your Showing Time per the showing instructions.

UPLOAD TO MLS

For a more detailed list of services or to discuss how to start please contact us at -



Email: Office@TwinCitiesTC.net
Local: (612) 445-MYTC
Toll Free: (877) LUV-MYTC