




STEADY HARBOR
— SOLUTIONS —

BRINGING CLARITY TO THE CHAOS

 707-477-5493

 www.SteadyHarborSolutions.com

Alison@SteadyHarborSolutions.com



Services and Pricing

OVERVIEW

	PRICE
Onboarding <i>one-time, nonrefundable</i>	\$150
Listing Coordination	
Rush Fee <i>(less than 2 business days notice)</i>	\$50
Basic Service	\$250
Full Service	\$500
Offer Writing	\$75
Closing Coordination – Harbor Standard <i>premium packages available on page 4</i>	
Buyer or Seller	\$500
Dual agency <i>one agent represents both sides</i>	\$950
Compliance Only	\$200
<i>Submitting transaction and all documents to your brokerage for compliance only. This does not include sending documents out for signature or any communication with parties to the transaction.</i>	
Misc. Admin	\$50/hour
<i>i.e. Preparing agency documents, filling out Intake form on behalf of agent, etc. Additional services available upon request. Based on availability and not guaranteed.</i>	



Onboarding

\$150 - ONE TIME - NONREFUNDABLE

HOLDS YOUR PLACE FOR 90 DAYS

We understand that business fluctuates and you may not have a transaction to send over immediately. That is not a problem! We will happily hold your place for 90 days. After that, we will do our best accommodate you but cannot guarantee availability as initially discussed.

30 MINUTE CONSULTATION - SET UP YOUR AGENT PORTAL ACCOUNT

- Your 30 minute virtual consultation will go over your needs & expectations to ensure that everyone is on the same page before beginning.
- We will add your preferred vendor contacts to your account and will create any additional templates (as needed).

CREATE A BRANDED EMAIL SIGNATURE

If desired, not required.

COLLECT ACCOUNT INFORMATION & SET UP ADDITIONAL ACCOUNTS

MLS, ShowingTime, compliance system, etc.



Closing Coordination - Harbor Standard

BUYER OR SELLER \$500 - DUAL AGENCY \$950

See next page for Premium Packages (Harbor Plus & Harbor Signature).

BUYER TRANSACTIONS - \$500

- Review contract and addenda to ensure completeness
- Introduce all parties and distribute contract
- Provide transaction status updates
- Coordinate and schedule inspections
- Prepare addenda, as instructed
- Monitor status of repairs
- Collect all invoices to be paid at closing
- Collect all paid receipts prior to closing
- Monitor deadlines
- Order home warranty, if applicable
- Monitor loan & appraisal status
- Maintain regular contact with all parties
- Ensure compliance with brokerage
- Schedule closing
- Review settlement statement
- Schedule walkthrough

SELLER TRANSACTIONS - \$500

**Does NOT include pre-listing services.*

- Review contract and addenda to ensure completeness
- Introduce all parties and distribute contract
- Provide transaction status updates
- Confirm inspections and appointments with sellers
- Prepare addenda, as instructed
- Request quotes for repairs
- Monitor status of repairs
- Collect all invoices to be paid at closing
- Monitor deadlines
- Order home warranty, if applicable
- Follow up on buyer's loan & appraisal status
- Maintain regular contact with all parties
- Ensure compliance with brokerage
- Schedule seller signing
- Review settlement statement

DUAL AGENCY TRANSACTIONS - \$950

AGENT RESPONSIBILITIES INCLUDE

- Complete Intake Form
- Provide fully executed contract and addenda
- Answer client questions as needed
- Provide direction for any addenda to be drafted
- Handle all negotiation and in-person appointments





Closing Coordination - Premium Packages

Harbor Plus

BUYER OR SELLER TRANSACTIONS - \$695

- All features of Harbor Standard AND:
- Proactive milestone updates to all parties
- Dedicated client concierge experience
- Weekly "Agent Snapshot" report
- Priority agent support
- Weekly transaction status email to clients
- Enhanced communication & follow up
- Escalation management for potential delays
- Closing day preparation package

DUAL AGENCY TRANSACTIONS - \$1340

One agent represents both sides.

*Seller transaction does NOT include pre-listing services.

Harbor Signature (White Glove)

BUYER OR SELLER TRANSACTIONS - \$995

- All features of Harbor Plus AND:
- Client welcome call within 24 business hours of contract receipt
- Schedule client check-ins throughout transaction
- Weekly progress reports to co-op agent
- Enhanced weekly client updates
- VIP client experience
- New homeowner resource packet
- Post-closing follow-up & agent review requests (Agent to provide review links for sites)
- Set up home anniversary reminder
- Client satisfaction survey

DUAL AGENCY TRANSACTIONS - \$1940

One agent represents both sides.

*Seller transaction does NOT include pre-listing services.

AGENT RESPONSIBILITIES INCLUDE

- Complete Intake Form
- Provide fully executed contract and addenda
- Answer client questions as needed
- Provide direction for any addenda to be drafted
- Handle all negotiation and in-person appointments



Listing Coordination

*\$50 RUSH FEE IF LESS THAN 2 BUSINESS DAYS NOTICE - BASED ON AVAILABILITY

STANDARD SERVICE — \$250

Price is for behind the scenes admin support with no direct communication with clients or vendors. Price does not include closing coordination.

- Enter listing into the MLS (does NOT include writing the description)
- Upload Photos provided by agent
- Upload Disclosures, Survey, Elevation Cert, Condo/HOA Docs, etc. as applicable
- Review and Submit Listing Documents to Brokerage
- Add Virtual Tour to MLS
- Set Up ShowingTime (Agent to verify restrictions and preferences of Sellers)

FULL SERVICE — \$500

Price does not include closing coordination. Standard service PLUS:

- Seller communication and vendor coordination
- Written MLS description
- Prepare/draft listing docs and send out for signature
- Collect documents from seller (survey, elevation certificate, etc)
- Request Condo/HOA Docs and contact information
- Schedule photos and measurements
- Email Seller MLS link when listing is live
- Add open houses & update pricing upon request
- Change MLS status upon request

- ★ ALL LISTINGS REQUIRE A MINIMUM OF 48 HOURS NOTICE FROM DATE PHOTOS ARE RECEIVED.
- ★ Rush Fee of \$50 applies (based on availability) if less than 2 business days notice.





Frequently Asked Questions

What Are Your Hours?

Monday to Friday 9am-5pm. No nights, weekends, or federal holidays.

How do you handle payment?

Listing payments are due once the listing is coming soon or active in the MLS. Closings are due at closing. For all other services, payment is due at the time of service. Should you want to closing invoice to be paid on the settlement statement, please let us know in advance so we may coordinate with the attorney's office.

What payment types are accepted?

You may pay by ACH, Venmo, Zelle, or check. If you prefer to pay by card there is an additional 2.99% fee.

Do you charge a fee if the contract terminates or listing cancels before going live?

No, we do not.

How quickly do you get started on a new file?

We will get started within 24 hours (business days only). If there is ever a situation where we will be unable to meet this deadline, we will let know as soon as possible.