

# Streamline Your Files with Transaction Management from Agent Operations

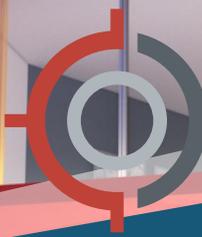
At Agent Operations, our transaction management services focus on accurate, complete, and on-time preparation of the necessary paperwork for your listings and real estate transactions. Listing Management and Contract-to-Close serve as extensions of your real estate business, bringing all of the details of a listing or transaction together and communicating superbly with all parties involved. We handle everything from start to finish -- it's that easy! Please note: at this time, we are only serving Contract-to-Close needs in Texas. Here's how it all works:

## Listing Management Programs

- Affordable and fully-customizable programs for \$100 per transaction, paid at the time of order.
- We sit down with you to understand your style and listing processes. Then, we create your workflow from scratch to meet your needs.
- From there, you'll complete our Client Onboarding Form.
- Next, to place a Listing Management order, you'll simply fill out our handy online form or email us with the details of your upcoming listing.
- We take it from there! We coordinate paperwork, schedule photography, upload to MLS, write descriptions, add descriptions to photos, and so much more.

## Contract-to-Close Programs

- Affordable and customizable programs for \$275 per transaction, payable at successful close of escrow. Yes! You read that right! We don't get paid until YOU get paid!
- To place a Contract-to-Close order, you'll simply fill out our handy online form or email us with the documents and details of your transaction.
- We ensure all transaction forms and disclosures are complete, and we keep you continually updated.
- We communicate often with all parties involved in the transaction, and we open escrow, schedule home inspections, order home warranties, communicate with lenders, and so much more!
- Our secure, paperless document storage allows you to view the status of your file(s) with us online 24/7.
- Our goal is to free up your time to do what you love -- developing business, working with clients, or spending time with family.



Agent Operations

**Listing Management for \$100 with Marketing Add-Ons**

**Contract-to-Close from \$275**

Place a Listing Management Order: [www.agentoperations.net/lm/open-order/](http://www.agentoperations.net/lm/open-order/)

Place a Contract-to-Close Order: [www.agentoperations.net/ctc/open/](http://www.agentoperations.net/ctc/open/)

Client Onboarding Form: [www.agentoperations.net/onboarding/](http://www.agentoperations.net/onboarding/)

**(512) 400-2345 | [CTC@AgentOperations.net](mailto:CTC@AgentOperations.net) | [www.AgentOperations.net](http://www.AgentOperations.net)**

At this time, Contract-to-Close offers transaction management services in the state of Texas only. Contract-to-Close is a department of Agent Operations®, a full-service real estate marketing and logistics firm. We do not perform any licensee-required duties. Information is deemed reliable but not guaranteed.