



roisum residential

EST. 2020

*leverage your real estate business*

**administration  
pricing & services**

# ABOUT TASKA



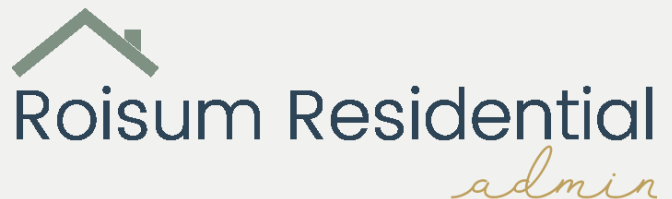
Taska Buckland

Lead Administrator

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Taska previously worked for one of the largest producing teams in Idaho, closing over 1,000 transactions before joining Roisum Residential. She has seen nearly every scenario possible in real estate, and handles them with grace and efficiency. You won't find another administrator as equipped to handle your real estate needs. She has obtained her real estate license in the state of Idaho to ensure all of your paperwork is compliant. Taska is ready to partner with you to leverage your business, allowing you to worry less and sell more!







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# SERVICES

Get more done by doing less.

## Listing Input

	Gold	Platinum
Complete Paperwork Follow-Up	X	X
Partial Listing Review	X	X
Launch Listing	X	X
Upload Documents to Listing	X	X
Compliance Assistance	X	X
Welcome Call to Seller		X
Welcome Email to Seller		X
Documents Sent for eSignatures		X
Scheduling of Photos		X
Client Communication Once Live		X
Estimated Netsheet for Seller		X
Posts to Social Media for New Listing		X
Days on Market Follow-Up		X
Expiration Assistance		X
<b>Price</b>	<b>\$95</b>	<b>\$195</b>



# Contract to Close

*Seller*

	Silver	Gold	Platinum
Property Status Updated in MLS	X	X	X
Deadline & Appointment Reminders Sent to Realtor®	X	X	X
Escrow Opened with Title	X	X	X
RE-21, RE-10, RE-25 Audited/Uploaded to Brokerage	X	X	X
Introduction Sent to Cooperating Realtor®	X	X	X
Commission Agreements Sent to Title & Brokerage	X	X	X
Title Commitment Sent to Client	X	X	X
RE-10 Received within Time Frame	X	X	X
Fully Executed RE-10 Sent to Cooperating Realtor®	X	X	X
Invoices Sent to Title	X	X	X
Settlement Statements Sent to Realtor®	X	X	X
Funding & Recording Notification	X	X	X
Documents Sent for eSignatures	X	X	X
Welcome Email Sent to Lender		X	X
Loan Commitment Letter Obtained		X	X
Loan Commitment Sent to Seller		X	X
Agent Portal to View Updates Anytime		X	X
Client Portal to View Updates Anytime		X	X
Weekly Updates with Client		X	X
Assist Seller in Scheduling Additional Inspections		X	X
Assist with Well & Septic Inspections		X	X
Appraisal Follow-Up		X	X
Closing Disclosure Follow-Up		X	X
Closing/Final Walk-Through Assistance		X	X
Title Commitment for Reviewed Issues		X	X
Title Commitment Attachments Sent to Seller		X	X
Estimated Net Sheet Completed & Sent to Seller			X
Welcome Email Sent to Seller			X
Welcome Call Made to Seller			X
Property Status Updated in Showing Software			X
Social Media Post When Pending & Closed			X
Post Closing Reminders			X
Referral Management			X
<b>Price</b>	<b>\$295</b>	<b>\$395</b>	<b>\$495</b>

# Contract to Close

*Buyer*

	Silver	Gold	Platinum
Verify Property Status Updated in MLS	X	X	X
Deadline & Appointment Reminders Sent to Realtor®	X	X	X
Escrow Opened with Title	X	X	X
RE-21, RE-10, RE-25 Audited/Uploaded to Brokerage	X	X	X
Introduction Sent to Cooperating Realtor®	X	X	X
Commission Agreements Sent to Title & Brokerage	X	X	X
Title Commitment Sent to Client	X	X	X
RE-10 Received within Time Frame	X	X	X
Fully Executed RE-10 Sent to Cooperating Realtor®	X	X	X
Invoices Sent to Title	X	X	X
Settlement Statements Sent to Realtor®	X	X	X
Funding & Recording Notification	X	X	X
Documents Sent for eSignatures	X	X	X
Welcome Email Sent to Lender		X	X
Loan Commitment Letter Obtained		X	X
Loan Commitment Sent to Coop Agent		X	X
Agent Portal to View Updates Anytime		X	X
Client Portal to View Updates Anytime		X	X
Home Warranty Assistance		X	X
Weekly Updates with Client		X	X
Well/Septic Follow-Up		X	X
Appraisal Follow-Up		X	X
Closing Disclosure Follow-Up		X	X
Closing/walk through arrangement assistance		X	X
Title Commitment for Reviewed Issues		X	X
Title Commitment Attachments Sent to Buyer		X	X
Welcome Email Sent to Buyer			X
Welcome Call Made to Buyer			X
Social Media Post When Pending & Closed			X
Post Closing Reminders			X
Referral Management			X
<b>Price</b>	<b>\$295</b>	<b>\$395</b>	<b>\$495</b>



# Termination

	Buyer	Seller
Termination Agreement Sent to Client for Signatures	X	X
Termination Agreement Sent to Cooperating Realtor®, Title, & Lender	X	X
Termination Agreement Uploaded to Brokerage	X	X
Applicable Invoices Sent to Client for Payment	X	X
New Front Photo Taken & Uploaded to MLS		X
Listing Status Updated in MLS		X
Listing Status Updated in Showing Software		X
Back on Market Posted to Social Media		X
<b>Price</b>	<b>FREE</b>	<b>FREE</b>

# Team Pricing

If you are growing a team or currently have a team in place, allow us to fill in the blanks. Whether you want a full-time transaction coordinator, listing coordinator, or a miscellaneous administrator, we will create a customized plan for a monthly flat fee, often saving you money. Since we are independent contractors, you don't have to worry about employee taxes such as Social Security and Medicare! **Contact us for more information on team pricing.**

# Miscellaneous

Need a contract written up, but you're on vacation? Have a client that needs an inspection contingency sent for signatures? Need to design a postcard for an open house? If you have random administration needs, we're happy to help. **Miscellaneous tasks are charged at \$25 per hour and billed every other week.**

# WHAT TO EXPECT

We pride ourselves on providing the best administration services in Idaho. We use a system created by a nationally recognized real estate coach, along with a top-tier CRM, to organize and execute tasks. You can expect thorough, stress-free, timely communication with your transaction coordinator.

All services listed are the condensed overviews of our plans. When you're ready to sign up with Roisum Residential, you will receive a detailed version of everything we handle and everything you will still be responsible for.

## Platinum Plans

Our platinum plans are created to assist you from start to finish and win clients for life.

Impress your soon-to-be clients by starting with the pre-listing plan. You'll be prepped and ready to win the listing from the competition through automatic reminders sent to the prospect, a custom pre-listing box with marketing materials geared toward your strengths, and all of the paperwork you need to get the listing signed, including an estimated net sheet. You'll know more about their house than they do!

With our platinum listing input plan, you'll receive extensive assistance in not only putting the listing in the MLS, but also scheduling professional photos, verifying all home facts prior to the live launch, and ensuring all information syndicates correctly to top websites such as Zillow & Realtor.com. We'll share your listing on our social pages, and even keep you updated with days on market and any approaching expirations.

During the closing process, we will be highly involved with both you and the clients. We'll take care of nearly everything, so you can focus on a great relationship with the client. We'll even help with referral management, and post-closing reminders to follow up!

Don't be surprised if your income suddenly explodes now that you have more time to do what you do best: SELL.



## Gold Plans

Our gold plans are made for those that want a little extra help with paperwork, and mundane tasks associated with being a Realtor®.

Prepare for your listing appointments by allowing us to organize your comparable properties and necessary paperwork, and emailing it all in one concise place. Just print and go! We'll also remind you of your appointment just in case it didn't make it to your calendar.

Once your clients are ready to list, we'll send you a partial listing to review to ensure all information is correct. We'll upload all the necessary documents to the MLS, so when a buyer is ready to make an offer, they have access to everything they need.

If you're the type to skim (or \*gasp\* delete) the title commitment, you'll need the gold (or platinum) closing plan. We review the title commitments and notify you of any suspicions. Did you know, the team at Roisum Residential has uncovered nefarious facts about properties in the title commitment that wouldn't have otherwise been discovered? These instances included \$30,000 of HOA liens that were unknown to the seller, and an easement that cut the lot in half, leaving the buyer with half as much land as expected. Protect your buyers and your sellers by having us review the title commitments.

## Silver Plans

If you're looking to leverage your business, but you aren't sure where to start, the silver plan is a great option. We'll cover the essentials in an organized manner and keep you updated with the closing status. When you're approaching the inspection deadline, you'll know. If it's time to schedule the final walk through, we'll remind you. Most importantly, you'll get paid because all of your paperwork will be compliant before closing. Our silver plan is like an insurance policy for your commission check when you get to the closing table.

## Termination Plans

Buyer got cold feet? Seller received a better offer? Whatever the reason, we offer termination plans for both buyers and sellers. We'll help you reverse the pending process and get the home ready to sell again with a few marketing tricks up our sleeves. The best part? It's free! When it comes to the contract-to-close process, we don't get paid until you do.

# FAQs

## Administration

### **How do I sign up?**

Call or email Taska Buckland to get signed up at 208-932-3808 or Taska@RoisumAdmin.com.

### **How do I pay?**

All transaction fees will be paid through closing on the Settlement Statement by the title company or brokerage, with the exception of listing fees & miscellaneous administration fees, which are billed weekly. Realtor® agrees to pay listing fees within 48 hours of the billing date. An invoice will be sent to the Realtor® via email, where the Realtor® can pay for listing fees via card.

### **Will you advertise my business for me?**

Absolutely! Several of our plans include free advertising through social media. If you're interested in having us market your listing or sale, please choose a plan that includes social media posts.

### **What areas do you cover?**

The entire great Gem State! That's Idaho for any newcomers. ;)

### **Do you help with contract negotiations?**

That's all you! We do not handle contract negotiations in any form.

### **When will my listing go live?**

Your listing will be live within 24 business hours of receiving the listing photos. If we receive the photos on a Friday, the listing will be input and live on Monday unless otherwise discussed.

### **What is your response time?**

Taska will typically respond within one hour during our business hours. If you reach out during off hours, Taska will respond as soon as possible on the following business day.

### **What are your business hours?**

Monday through Friday, 8:00 AM to 5:00 PM MST, with the exception of Federal Holidays.



## **Is my client's information kept confidential?**

Absolutely! We do not share your client's information with any party other than those directly in relation to the transaction, and only on a need-to-know, per transaction basis (i.e. title companies and lenders). We hold ourselves to the same confidentiality ethics that all Idaho Realtors® are held to when working with clients, so you can ensure that your clients information is safe. At no time will we reach out to your clients to prospect them as our own.

## **Are you familiar with my brokerage's platform?**

We work with agents from all over Idaho, in several different brokerages, so we are familiar with many of the compliance platforms already. If we haven't yet worked with a platform, we will learn how!



Roisum Residential

*admin*