



roisum residential

EST. 2020

Leverage your real estate business

pricing & services

CONTACTS

For Administration Services



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 Roisum Residential
admin



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ADMINISTRATION 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
Price	\$95	\$195

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
Price	\$295	\$395	\$495

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
Price	\$295	\$395	\$495

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
Price	FREE	\$50

Pre-Listing

	Gold	Platinum
Custom Marketing Material Created for Realtor®	X	X
Contracts & Marketing Materials Emailed to Realtor®	X	X
Confirmation of Appointment Sent to Realtor®	X	X
CMA Report Created (Agent Sends Comparable Listings, TC Organizes)	X	
CMA Created (Realtor® Sends Property Address, TC Creates Full Report)		X
Contracts & Marketing Materials Printed and Delivered to Agent		X
Prelisting Box Delivered to Home (Occupied Homes Only)		X
Confirmation of Appointment Sent to Soon-to-Be Client		X
Price	\$95	\$195

Platinum Pre-Listing Plan is subject to a one-time \$100 set up fee.

WHAT CAN YOU 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. A buyer termination is free, and the seller termination has a low fee of \$50. These fees are due from the Realtor® at the time the termination agreement is signed. We'll help you reverse the pending process and get the home ready to sell again with a few marketing tricks up our sleeves.



PHOTOGRAPHY SERVICES

Digital real estate media that sells.

Still Photos

Under 3,000 SqFt	\$125
3,000-6,000 SqFt	\$175
Over 6,000 SqFt	\$225

iGuide Tour

Under 3,000 SqFt	\$200
3,000-6,000 SqFt	\$300
Over 6,000 SqFt	\$400

Matterport Tour

Under 3,000 SqFt	\$175
3,000-6,000 SqFt	\$275
Over 6,000 SqFt	\$375

\$50 off when you book photos & virtual tour together.

Aerial Media

Drone Photos Add-On	\$50
Drone Video Add-On	\$100
Drone Photos Only	\$75
Drone Video Only	\$150
Drone Panorama	\$150

Drone use is subject to approval by FAA.

STILL PHOTOGRAPHY

Still photography is our most popular appointment type, and is just as it sounds: still photos of your home! These photos are taken with a digital single-lens reflex (DSLR) camera, a wide-angle lens, and, at times, an external flash. These items are our tried and true pieces of equipment. They allow us to take high-definition photos of your home, with little set-up or take-down. We take several angles of each room, ensuring that any buyers shopping online can see exactly what they need to. If you have specific areas of the home you do not want photographed, we are all ears. We typically leave those decisions up to you and your Realtor®, as they will know best how to use these photos to market your home. It is best if you, your family, and your pets are absent during the appointment.

Estimated Time for 3,000 Square Feet: 30-45 minutes



We have two options for 3D Virtual Tours: Matterport & iGuide. Both work in similar ways, and give a potential homebuyer a first-person point of view. We set up a 360-degree camera on a tripod where we want to take a scan, and hide out of sight. We are able to remotely control the cameras using a tablet or phone so it can take a scan of the empty room. When using the virtual tour cameras, it is essential that we leave the home as-is for every single scan. This means that window coverings, doors, cabinets, and furniture must all be in the exact same position for every scan. This allows the camera to align the home correctly at every point, stitching the scans together to create the 3-D model. It is best if you, your family, and your pets are absent during the scan. Matterport scans can only be accessed until the home has sold. iGuide can be accessed for up to one year after processing, and is available for renewal after that time.

Estimated Time for 3,000 Square Feet: 45-75 minutes



3D VIRTUAL TOURS

AERIAL MEDIA

We provide aerial photos, videos, and interactive panoramas. All are great tools to help buyers better understand the location of the home. During this process, you will want your property free

of clutter, toys, bikes, and any vehicles. We will capture both your home and the surrounding area, so ensure that your yard and landscaping are in the condition you want them to be seen in.

Estimated Time: 15 - 30 minutes



VIDEOGRAPHY

Videography differs from the 3D tours, in that the buyer does not have the same interactive options. However, we add music and create more of a cinematic experience for potential buyers, eliciting more emotions and increasing the potential of an offer. These are mini videos, shot with an iPhone at wide angle and a gimbal to stabilize the footage. The final product lasts 1 to 2 minutes to capture the home and keep the buyer's attention.

Estimated Time for 3000 Square Feet: 30 - 45 Minutes

FREQUENTLY ASKED QUESTIONS

Administration

How do I sign up?

Call or email Taska Buckland to get signed up at 208-932-3808 or TC@roisum-residential.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. 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 credit card, check, or Venmo.

Will you advertise my business for me?

Yes! 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?

Our Transaction Coordinator is currently unlicensed and will not assist with any negotiations or any other duties that unlicensed assistants are unable to cover.

If I sign up for listing input, when does the 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?

Our Transaction Coordinator will typically respond within one hour during our business hours. If you reach out during off hours, our TC 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.

FREQUENTLY ASKED QUESTIONS

Photography

What is your turnaround time?

We return all edited photos within 1 business day of the appointment time. We don't want to be the reason your listing is delayed! You can select a rush order via our website while scheduling if you need them even faster.

How many photos do we get?

As many as it takes. We want to fully capture the home, so we would rather take the photo and you not need it, than you need it and not have it.

Will you advertise my listing for me?

We would love to! Our main website page has a button to request a Facebook post. Posting your listing to our Facebook page is a free service we offer to all our clients. Just fill out that form, and we will post within 24 hours!

How do I pay?

You can pay in full online when you schedule your appointment. Otherwise, we will send you an invoice via email after the appointment. This email has a link to pay by card. We also accept Venmo, cash, and checks.

Can I use the photos on Facebook?

Yes! Once your photos are paid for, they are yours. You can use them on Facebook, on your website, in print advertising, or wherever else you'd like to advertise the home or yourself. We are happy to help you earn more clients through our real estate media.

How do I schedule?

Schedule at Roisum-Residential.com, call/text us at 208-403-2765, or email us at haley@roisum-residential.com.

What areas do you cover?

We try to cover most of Southeast Idaho. Our standard is about 1 hour outside of Idaho Falls. If you need something further, just ask! We also cover most of the Boise area.



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