KP Agent
Services

AGENT SERVICES - Packages & Fees

(Details of services are outlined further in brochure)

Transaction Packages
- Buyer or Seller - $400
- Buyer and Seller - $600

Listing Packages
- Pre-Listing Input - $100
- Full Listing Input - $200

Admin Services - $40/Hour
- Miscellaneous Admin Services (Based on Availability)

Team Growth - $200/per role
- Posting
- Screening
- Coordinate the Interview Process with Agent

Operations Coaching - $500/month
- 1st 90 Days (30-60-90) coaching
- Ongoing operations team member coaching

Systems Consultation - $150
- Review of Current Systems
- Proposal for System Updates/Enhancements

Systems Buildout - $300+
- Pricing based on how many systems to be built out

Sole Proprietor to Business Consulting - $300
- Provide roadmap and consulting to setting yourself up as a business vs. a sole proprietor

Transaction Management Package

Includes:
- Review all paperwork for accuracy and completion
- Get any updates/changes (as applicable)
- Add offer, commission, and all required documents to Command
- Submit commission and all required documents to Command
- Add all dates to Agent calendar (if access granted)
- Schedule closing with preferred closing attorney
- Schedule inspections with preferred inspectors (Home, Pest, Radon, Septic, Well, etc.)
- Send introduction emails to clients
- Send introduction emails to co-op agent, lender and attorney
- Obtain acknowledgement for DD and EMD once distributed and send acknowledgement to all parties
- Send attorney information forms to clients for completion and submit to attorney
- Obtain utility information and send to clients for setup plus send a reminder 1 week prior to closing
- Order home warranty (if applicable)
- Confirm receipt of all inspection reports and submit to agent for review and negotiation
- Confirm appraisal approved and for at least the purchase price
- Prepare and obtain signed Due Diligence Request Agreement and/or Agreement to Amend then get to all applicable parties and submit to Command
- Coordinate repairs (if applicable)
- Schedule seller signing (for listings)
- Confirm repairs are complete and get receipts for all work
- Schedule final walk-thru with all parties and add any repairs, etc. that need to be reviewed
- Review and approve ALTA/HUD
- Ensure buyers send wire/obtain certified funds for closing (as applicable)
- Set up one day reminders for all activities (inspections, closing, walk-thrus, closing funds, seller signing, etc.)
- Confirm recording and inform all parties
- Obtain fully executed ALTA/HUD - send to all parties, submit in Command

Listing Packages

Pre-Listing Input Package Includes:

- Pull county docs
- Pull current deed
- Pull city/county permits and make note to agent (as applicable)
- Pull flood map and note if in zone or not
- Pull old MLS listing and any applicable docs including CRS report
- Pull septic/well permits (as applicable)
- Pull county tax bill
- Agency paperwork
  - Prepare in Docusign
  - Send (if needed)
  - Ensure receipt of signed documents
  - Review documents for accuracy and completion
  - Get any updates/changes (as applicable)
  - Submit to Command
- Add all the above to Command

Full Listing Input Package Includes:

- Everything in the Pre-Listing Input Package
- Enter listing data into MLS
- Enter pictures into MLS
- Add showing instructions and document attachments to Showing Time
  - Maintain any updates to showing instructions (as applicable)
- Activate listing in MLS
  - Save MLS listing and submit to Command
  - Add open houses in MLS (as applicable)
  - Ensure open houses syndicate to Zillow
- Maintain listing status
  - Price changes
    - Prepare and send out price change paperwork and update in MLS
  - Status changes
    - Update MLS for any status changes (Pending, withdrawn, canceled, etc.)
    - Save update MLS listing in Command and submit

Admin Services

Includes:
- Agency Documents
  - Prepare in Docusign
  - Send (if needed)
  - Ensure receipt of signed documents
  - Review documents for accuracy and completion
  - Get any updates/changes (as applicable)
  - Submit to Command
- Prepare Offers
  - Input data into Docusign forms
  - Send to clients for signatures
  - Ensure signed receipt
- Database Setup/Input
  - Input database into agent's CRM from spreadsheet(s)
  - Set up tags
- Miscellaneous Admin Services
  - Review of what is needed
  - Based on availability

Team Growth Package:

- **Posting**
  - Consult with agent on job description and ad
  - Post on Indeed.com
  - Monitor and respond to applicant messages/applications
- **Screening**
  - Review resumes of applicants
  - Respond to applicants that are not moving forward
  - Compile top group of applicants for agent review
  - Consult with agent on which candidates to move forward with
- **KPA/DISC (KW)**
  - Order DISC for chosen applicants
  - Order KPA for chosen applicants
  - Send to agent for review
  - Consult with agent on which candidates to move forward with
- **Interview coordination**
  - Schedule interviews with candidate and agent
- **Onboarding Support**
  - Provide agent with onboarding checklist

**Does not include price of job posting program/service

Operations Coaching:
- **1st 90 Days**
  - Weekly 30 minute coaching calls with your operations team member
  - Review weekly goals vs 30-60-90
  - Twice a month 30 minute check-in with supervisor/trainer
- **Ongoing operations team member coaching**
  - Weekly 30 minute coaching calls with your operations team member
  - Review weekly goals
  - Monthly 30 minute check-in with supervisor/trainer

Systems Packages

Systems Consultation Includes:
- Detailed review of current systems
- Proposed systems buildout plan

Systems Buildout Includes:
- Prerequisite - Systems Consultation
- Plan/timeline for building out each system
- Weekly updates on progress until completion
- Training overview video for agent/team
- Training resources for agent/team

**Systems buildout is based on number of services/programs needed

Sole Proprietor to Business Consulting Package

Consulting Includes:

- Support on choosing a business name
  - Searching to ensure it is legal and not in use
- Setting up business name with NC Secretary of State
- Obtain Federal EIN number
- Registering your business name's domain
- Updates with KW Market Center and KWRI
- Setting up business email
- Logo review and feedback
- Registering your business as a firm with NC Real Estate Commission
- Guidance on setting up financial accounts
- Resources for financial accounting/tracking (if needed)
- Checklist of marketing updates

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Hi, I am Kirsten Pataky. I have lived in North Carolina for 28 years and in the Triangle area for 24 of those. I am divorced with 2 amazing adult children (Anna & Noah) and a wonderful son-in-love (Nick)! I have 2 dogs (Kona & Maui) that I co-parent, a fiesty little cat (Hali) and a chonky grand-kitty (Lulu).

I have been in the real estate industry for over 23 years. I started as an agent and worked several years helping others buy and sell homes. I learned that I had a knack for the details, coordination and behind the scenes part of the real estate process. I moved into the operations side of real estate in 2004 and have over 15 years in real estate operations leadership and consulting.

Through my years of experience, coaching, training and career development I found that I have a passion for helping others be successful and grow. I see potential and I help it flourish.

I am excited to offer my services to solo agents, agents thinking about hiring their first operations role, those looking to grow a team or those with operations members that want a little push to the next level.

I would love the opportunity to help you grow your business!

Kirsten Pataky

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