

Contract to Close

In real estate, the time between contract and closing is where true professionalism is demonstrated.

Every deadline, document, and detail carries weight. Contract to Close ensures each transaction is managed with precision, consistency, and discretion, so you can stay focused on advisory, negotiation, and expanding your business. This is operational excellence, thoughtfully delivered.

ESSENTIAL PACKAGE

\$275

**You handle the relationship.
We handle the paperwork trail.**

FEATURES

- AppFile Document Management
- Initial Document Audit
- Critical Date Calculation
- Wire Information Coordination
- Preliminary Settlement Statement
- Review
- Audit-Ready Compliance File
- Critical Deadline Summary
- Agent Deadline Reminders

MOST POPULAR

WHITE GLOVE PACKAGE

\$525

**Full transaction coordination,
every step managed with you.**

FEATURES

- Critical Date Tracking
- Weekly Status Updates
- Introduction Emails to All Parties
- Transaction Communication
- Association Coordination
- Inspection Coordination
- Addenda Preparation
- Brokerage Coordination
- MLS Updates
- Utility Reminders
- Closing Preparation
- Post-Closing Testimonial Request



Brandy Rhodes

HEAD OF CONTRACT TO CLOSE

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WHY WORK WITH BRANDY?

- 12+ years of real estate and transaction management experience
- Thousands of transactions managed
- Dedicated to luxury-level service
- Focused on compliance, communication, and exceptional client care