

BE THE REALTOR  
YOU WANT TO BE.

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LICENSED IN VA, MD, & DC | 703-378-8810  
More than 3100 Professional REALTORS® with a Family Touch



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**100%** COMMISSIONS  
FOR ALL REALTORS®  
\$495 TRANSACTION FEE - \$3,960 ANNUAL CAP

NO MONTHLY FEES FOR ALL REALTORS®  
\$345 BROKERAGE FEE ON ALL TRANSACTIONS - CLIENT PAID



# The Cardinal Club

\$3 MILLION OR 8 TRANSACTIONS IN THE MOST RECENT 12-MONTH PERIOD =

**NO TRANSACTION FEES FOR LIFE**

You receive 100% commission and pay no transaction fees to Samson Properties forever. We hope to show you enough good will that you consider our in-house title company.

## 23 SAMSON PROPERTIES LOCATIONS

### VIRGINIA

- Alexandria
- Bealeton
- Chantilly
- Culpeper
- Falls Church
- Fredericksburg
- Gainesville
- Lake Ridge
- Leesburg
- Locust Grove
- McLean
- Montclair

- Reston—Lake Anne
- Reston—Wiehle
- Tysons
- Vienna—Center
- Vienna—Maple

### MARYLAND

- Bethesda
- Bowie
- Clarksville
- Columbia
- National Harbor
- Waldorf

## DROP-IN & RUNNERS

- FREE Drop-in desks and printers available for use at all locations
- FREE Runners for helping with errands and deliveries

Full management and broker support at all times.

Private offices available from \$250–450 per month.

## DO YOU KNOW REALTORS® INTERESTED IN JOINING OUR COMPANY?

Earn \$500 for each agent you refer who joins the company!

SAMSONPROPERTIES.NET

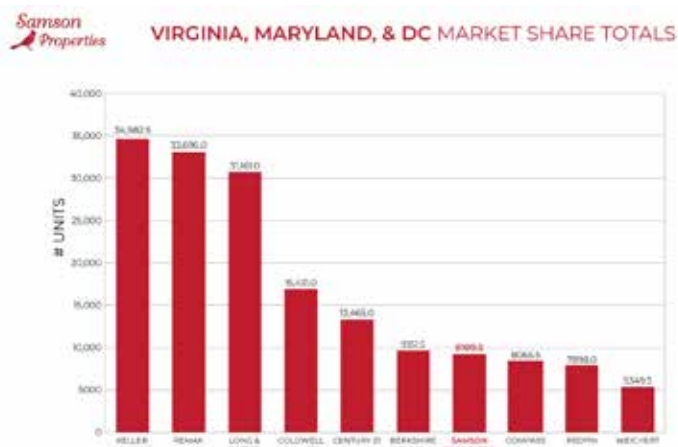
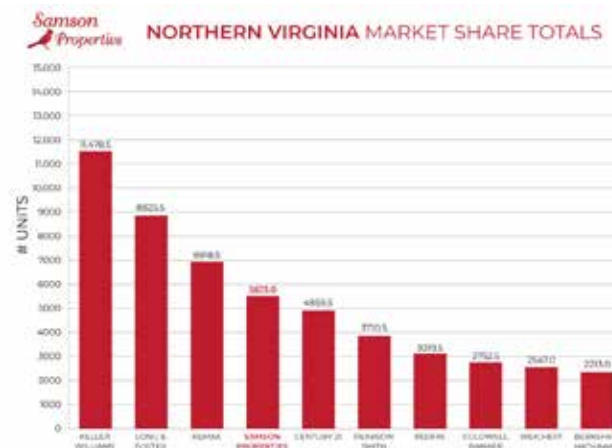
## WE'RE CONSTANTLY GROWING

- From 1500 to 3100 agents in the last eight years
- 1000 new agents in the last 12 months—85% come from current agent referrals

**3100<sup>+</sup>**  
REALTORS®  
GROWING

## 2019 TOTALS

8125 TRANSACTIONS \$3.4 BILLION IN SALES



## A COMPREHENSIVE TECHNOLOGY PLATFORM TO PUT YOUR BUSINESS GROWTH ON AUTOPILOT

1. **CUSTOM WEBSITES:** Customizable websites with real-time IDX home search, rich community pages, home valuation pages and more to maximize lead capture.
2. **LEAD GENERATION ENGINE:** The most comprehensive and effective lead generation tools available allow you to generate new leads organically or supercharge results with built-in paid advertising.
3. **SMART CRM:** AI driven lead validation & scoring, plus automated follow up via email, text, and phone, take the guesswork out of staying in touch.
4. **MARKETING SNAPSHOT REPORTS:** Set up your clients and/or anyone in your CRM to get branded market reports monthly from you. Bringing them the information they desire in a professional way brands you as their go to REALTOR®.
5. **MARKETING AUTOPILOT:** Behavioral nurturing delivers unique, relevant and timely content automatically, driving up to 10X higher engagement across both new leads and personal SOI contacts.
6. **LISTING MANAGEMENT & MARKETING:** Seamlessly manage all your listings from one central location with built in social media marketing to maximize exposure while capturing new leads
7. **LISTING ACTIVITY REPORTS:** Get market information on how many hits each of your listings are getting on the top Real Estate websites. Your site, Realtor.com, Zillow, Trulia, and be able to send that report to your seller clients automatically.
8. **TRANSACTION MANAGEMENT INTEGRATION:** Deep integration into Dotloop—the industry leading transaction management platform that makes closing the deal easy and streamlined.
9. **BRANDED MOBILE APPS:** CRM app & built in Mobile Dialer prompt conversations with both new leads and SOI contacts based on recent activity.
10. **AGENT BRANDED APPS:** Give your business-branded app to your customer for private, customizable home searches.
11. **BRANDED OPEN HOUSE APP:** A branded Open House App captures visitors while automatically kicking off follow-up campaigns.
12. **CORE LISTING MACHINE** (see additional page)
13. **CORE SOCIAL** (see additional page)
14. **SAMSON FACEBOOK ADS:** Samson Properties will send their ads through the KVCore Property Boost platform. This will funnel all the leads automatically into your Smart CRM for automated follow up. This will also add all of the data into your listing activity reports to make you look even more like an amazing listing agent.
15. **MARKETPLACE:** Dozens of seamlessly integrated add-on solutions like paid advertising, PropertyBoost lead generation, vanity domains and more allow you to customize the platform to meet the unique needs of you and your team.

REAL ESTATE MARKETING AUTOMATION THAT WORKS.  
DISCOVER EACH OF THE POWERFUL TOOLS INCLUDED IN YOUR  
CORE LISTINGMACHINE MEMBERSHIP



## PROPERTY SITE

CORE ListingMachine generates an entire website dedicated to your listing, with big, beautiful images and your agent info prominently displayed. Whatever you use to connect with potential buyers – videos, floor plans, panoramics, even Matterport tours – the Property Site has a place for it.

## LISTING VIDEO

Reap the benefits of an SEO-friendly YouTube video of your property, complete with listing info and backlinks. Every video is also branded with your company logo and agent information.



## SOCIAL MEDIA

CORE ListingMachine leverages your followers on social media and turns them into leads. Have your listings automatically posted directly to your Facebook, Twitter and LinkedIn pages to increase your engagement with potential buyers.

## LIVE CHAT FEATURE

Property Site Live Chat allows you to real time chat with a potential buyer on your property site. These chat messages come directly to your cell phone as text messages while the client is chatting from the property site.



## PRINTABLE FLYER

A beautiful 8.5x11 property flyer is automatically generated by CORE ListingMachine. Potential clients can download and print the flyer right from the Property Site, and you can even send the flyer directly to your professional printing partner.





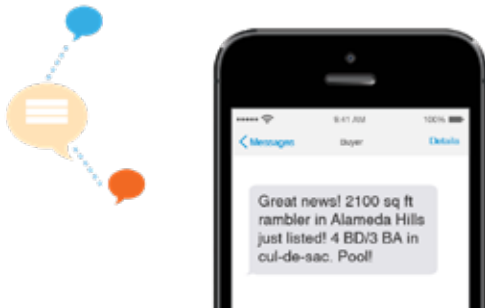


## 24 HR INFO LINE/SHORTCODE

Whether you like to capture foot traffic through pre-recorded info, long code, or short code, CORE ListingMachine provides you with personalized options that are easy to set up and easy to track.

## LEAD GENERATION

Among the various components of your marketing campaign are 15 different lead generators. CORE ListingMachine gives you the tools to reach more people, obtain more leads, and sell your listings faster.



## BATCH TEXTING

Nurture your entire database of potential buyers at once by sending batch text messages announcing new listings and property updates.

## OPEN HOUSE ANNOUNCER

With the click of a button, you can easily add an open house announcement to your listing's Property Site. Set the date and time, and when the open house is over, CORE ListingMachine will automatically remove the announcement from your Property Site.



## EPOSTCARD

Send an email that showcases your listing to all of your leads. It's a quick and easy way to keep your potential buyers interested and informed. The ePostcard includes important listing info, a link to the full Property Site, and your contact info.

## STATS

Weekly stats for all of your listings are delivered right to your inbox so you can see where traffic is coming from and what's working. Easily share stats with your clients to make better-informed decisions together.





## YOUR SOCIAL MEDIA, PERFECTED.

Let's face it, managing your social media is a chore. A drag. Just one more thing you have to do to stay on top of your game. And it's not like you don't have a bazillion other things pulling at you from every which way. If only there was a way to automate your social media with fresh, dynamic content that also generates leads and makes you look amazing.

Wouldn't you know it? There is. It's called CORE Social. It's an easy and cost-effective way to give your Facebook, Twitter and LinkedIn profiles some pretty great content, additional listings and new lead generation opportunities. PIXsocial makes you look like a social media guru without even breaking a sweat. (Do gurus actually sweat? Another time, another place.)

## MY CONTENT BRILLIANT CONTENT, CURATED JUST FOR YOU.

One of the hassles of social media is that you always need interesting things to share with your friends and followers. Effective social media takes time to manage, and it's always hungry.

CORE Social saves you time with My Content. We have a team of content curators (or, as we like to call them, actual humans) who scour the internet looking for interesting stuff to fill your social media.

You pick the topics you're interested in (from fifteen different categories) and decide how often to post the content (up to four times a week). PIXsocial then automatically posts a steady stream of relevant content based on your preferences. You get more clicks, likes and conversations as you magnify your social media presence.



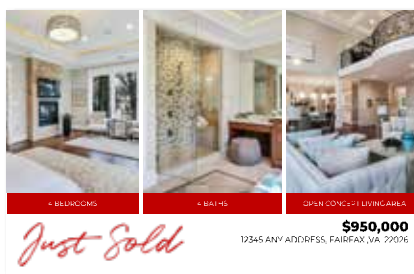
### TOPICS INCLUDE

- Real Estate
- Architecture
- Interior Design
- Finance/Economy
- Technology
- Buying/Selling Tips
- Home Improvement
- Unique Properties
- Travel
- DIY
- Lifestyle
- Mortgage
- Food
- Housing Market
- Photography

# FULL-SERVICE, IN-HOUSE PRINT CENTER

Use postcards, flyers, brochures, or newsletters for any type of promotion. Think of the ways you can use these to promote yourself and your business. Just browse the free marketing design templates and then customize them yourself, or work with our marketing staff to help you create your customized print marketing for free. You create a one-of-a-kind design that is sure to stand out.

**STANDARD** = full-color on regular stock with a white border  
**VS. PREMIUM** = full-color gloss cover, design bleeds off page



## AGENT POSTCARDS

Full-color, large 8½ in. x 5½ in. front and back postcards—addressed with postage, taken to post office, and mailed.

STANDARD	PREMIUM
100 <b>FREE</b> postcards	100 postcards at \$0.05 each
<i>(per Just Listed/Just Sold)</i>	
300 <b>FREE</b> postcards	300 postcards at \$0.05 each
<i>(per Open House sent to renters)</i>	
\$0.45 / color <b>MAILED</b>	\$0.50 / color <b>MAILED</b>
\$0.10 / color not mailed	\$0.15 / color not mailed



## FLYERS

Full-color 8½ in. x 11½ in. front and back flyers

STANDARD	PREMIUM
<b>FREE</b> flyers per listing	\$0.25 / color flyer
Limit 30 at a time	
\$0.10 each additional	





## BROCHURES

Full-color 8½ in. x 11½ in. front and back brochures, folded and stapled as necessary

### STANDARD

**FREE** brochures

Limit 30 at a time

### PREMIUM

\$1.00 / 4-pg. color **MAILED**

\$0.50 / 4-pg. color not mailed

\$0.75 / 8-pg. brochure not mailed



## MONTHLY NEWSLETTERS

4-page, full-color newsletter: address, postage, delivered to post office and mailed.

### PREMIUM

\$1.00 / color **MAILED**

\$0.50 / color not mailed

## BOOKLETS

Full-color 8½ in. x 11½ in. booklets from 12 pages up to 28 pages in multiples of 4 pages. Premium booklets are printed on lighter, non-gloss paper with a premium card stock cover.

### PREMIUM

\$0.10 / color page

## USE OUR FREE TEMPLATES FOR A COORDINATED LOOK



## KEEP YOUR SIGN LEADS!

Stop losing your sign call leads to the front desk.

How many leads per year are you losing? With Samson Properties, your phone number is the most visible number on your sign.

FREE sign templates are available for various styles and sizes. Signs can be ordered through one of our trusted partners.




## GET FREE MARKETING WHEN YOU JOIN


- **FREE**—Coaching, training, C.E., and mentorship
- **FREE**—1-on-1 Social Media and Technology training
- **FREE**—Headshots and personal branding videos
- **FREE**—300 large color postcards mailed to sphere of influence announcing you've joined Samson Properties
- **FREE**—300 large color postcards mailed to renters for every open house
- **FREE**—Facebook and Instagram ad for every open house
- **FREE**—100 Just Listed postcards OR Facebook ad for every listing
- **FREE**—Leads from Opcity & Prime Street
- **FREE**—E&O insurance
- **FREE**—7 Samson points every \$100,000 closed to use on marketing materials
- **FREE**—Custom Websites
- **FREE**—Lead Generation Engine
- **FREE**—Smart CRM
- **FREE**—Marketing Snapshot Reports
- **FREE**—Marketing Autopilot
- **FREE**—Listing Management & Marketing
- **FREE**—Listing Activity Reports
- **FREE**—Transaction Management Integration
- **FREE**—Branded Mobile Apps
- **FREE**—Branded Agent Apps
- **FREE**—Branded Open House App
- **FREE**—Core Listing Machine
- **FREE**—Core Social
- **FREE**—Samson Facebook Ads
- **FREE**—KV Core Marketplace

# FREE BOOST ADS ON FACEBOOK & INSTAGRAM


**Samson Properties**  
 Sponsored ·

Conveniently located single family home in Dunn Loring just minutes away from Tysons and Mosaic. Live more, commute less! Open Sat 1-4p and Sun 2-4p.




**Steven Wynands**  
 Samson Properties

HOMES.HOMESPOTTER.COM

**New in Dunn Loring! Open Sat 1-4p, Sun 2-4p**

JUST LISTED

## CUSTOM ADVERTISING

Using information from your Bright MLS listing, Boost creates ads for your open house that are branded to you and give you the leads directly. Samson covers the cost to run the ad for three and a half days with every open house.

## CUSTOM LANDING PAGES


Every ad includes a custom landing page made specifically for the property and the open house event. The landing page includes all the information potential buyers want, and has lead capture buttons right at the top of the page




 LISTING AGENT  
**Steven Wynands**  
 Samson Properties

[Call](#)
[Email](#)
[Text](#)

**\$1,050,000**  
Get Address



Next Open House

01

03

38

53

Add to My Calendar

Open House Times	
Sat, May 11	1:00 PM - 4:00 PM
Sun, May 12	2:00 PM - 4:00 PM


4

4

3,582

2001

Available to show beginning Saturday, May 11. Open house 5/11 1p-4p and 5/12 2p-4p. Superb location between Tysons and Mosaic District. Walk out patio is waterproofed from the newer deck above. Lots of light! Good, open flow. Spend more time at home and less time commuting. Tysons metro, Dunn Loring metro, 485, 66, Rt 7 all right there! See you at the open house!



Get Address & Directions

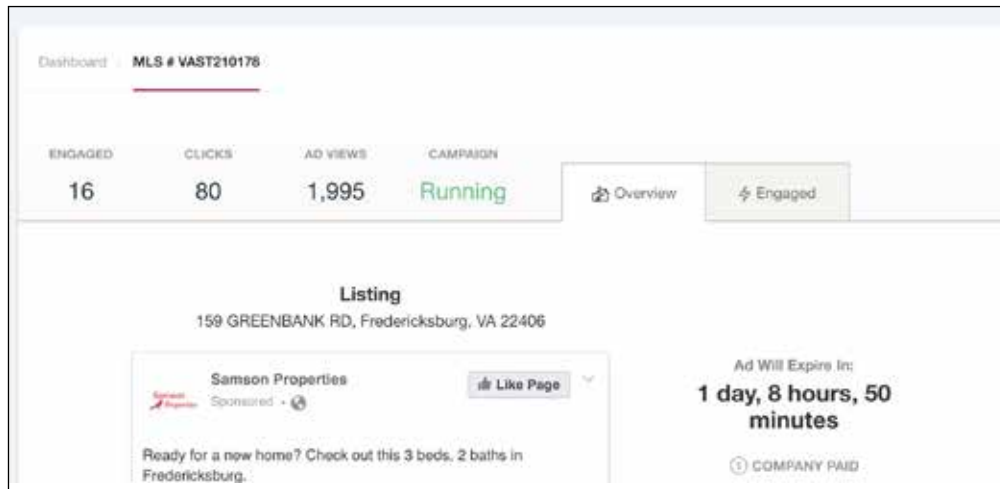
OVERVIEW

Status:	Active
Beds:	4
Baths:	3 full, 1 half
Square Feet:	3,582
Year Built:	2001
Lot Size:	9,09

SCHOOL INFORMATION

Elementary School: STENWOOD  
Middle School: KILMER





**Other engagement**

4 hours ago	Barbara Breeden / <a href="mailto:breeden391@aol.com">breeden391@aol.com</a> unlocked photos
6 hours ago	Mary Beth Geil / <a href="mailto:mbethgeil@gmail.com">mbethgeil@gmail.com</a> unlocked photos
16 hours ago	Drew Barley / <a href="mailto:dbarley07@gmail.com">dbarley07@gmail.com</a> unlocked photos
22 hours ago	Todd Barlow / <a href="mailto:yankeedadof5@gmail.com">yankeedadof5@gmail.com</a> unlocked photos
23 hours ago	Cassandra Sullivan Fitzgerald / <a href="mailto:cfitz17@msn.com">cfitz17@msn.com</a> unlocked photos
1 day ago	Sarah Torres / <a href="mailto:ccsarat@hotmail.com">ccsarat@hotmail.com</a> unlocked photos
2 days ago	Wanda Tucker / <a href="mailto:wandatucker99@yahoo.com">wandatucker99@yahoo.com</a> unlocked photos
2 days ago	Diana Thorpe / <a href="mailto:dthorpe891@gmail.com">dthorpe891@gmail.com</a> unlocked photos
2 days ago	Edgar Cruz-Ruiz / <a href="mailto:ecruzr89@gmail.com">ecruzr89@gmail.com</a> unlocked photos
2 days ago	Marta Ansley / <a href="mailto:ansley62@comcast.net">ansley62@comcast.net</a> unlocked photos
2 days ago	Chelsea Forsyth / <a href="mailto:cksrule247@yahoo.com">cksrule247@yahoo.com</a> unlocked the address
3 days ago	Shannon Dreistadt / <a href="mailto:crazyflake41@aol.com">crazyflake41@aol.com</a> unlocked photos
3 days ago	Jamie Nordlund / <a href="mailto:jnord003@odu.edu">jnord003@odu.edu</a> unlocked photos
3 days ago	

## ENGAGEMENT ANALYTICS & CUSTOMER LEAD DATA

Boost ads include comprehensive data about how your ad is performing, and how potential clients are interacting with the ad.

This data includes important information for your seller like engagement, clicks, and ad views. The data also includes important lead information like who is looking at photos, the address, and more to improve your lead follow-up efforts.



WE HAVE A TEAM OF  
SEVEN IN-HOUSE TRAINERS AVAILABLE  
AT ALL TIMES

AND THEY TRAVEL MONTHLY  
TO SATELLITE OFFICES!

FREE TRAINING WE OFFER

- Social media training
- Postcard, brochure, and marketing template training
- Dotloop and Bright MLS
- Personal branding video & headshots



WATCH 450+ HOURS OF FREE ONLINE  
TRAINING & SOCIAL MEDIA VIDEOS

- |                                     |                         |
|-------------------------------------|-------------------------|
| • Informative Seminars              | • Open Houses           |
| • Social Media Training             | • BRIGHT MLS            |
| • Sales Contract and all Addenda    | • Cardinal Title Tips   |
| • Dotloop®—Streamline Collaboration | • How to Win a Bid      |
| • MRIS                              | • Listing Presentations |
| • Lead Generation                   | • Financing 101         |

CHOOSE FROM VARIOUS TOPICS TO HELP BUILD YOUR  
BUSINESS AT YOUR PACE.



## SARAH MOORMAN

Vice President of Operations 703-861-9678

sarahm@samsonproperties.net

### SOME OF THE FREE CLASSES WE OFFER

- NINJA Selling
- Mastermind
- CE (Continuing Education)
- Mentor Program
- Coaching Program
- Samson Samurai - Open House
- Buyer Series
- Seller Series

## NINJA 気 SELLING

NINJA Selling is a user-friendly selling system. A system is something you do repeatedly to achieve predictable results. The mission of this system is to increase your income per hour, increase your customer's satisfaction, and improve the quality of your life.

1. **HAVE THE RIGHT MINDSET.** Retrain your non-conscious brain to be positive and grateful.
2. **LEARN THE RIGHT SKILLS.** Create value for your clients. What do they want? Be customer centric. Learn how different personalities impact the sale.
3. **TAKE ACTION!** Put into action your marketing plan and speak the scripts to create high-impact touch and meet the value need of your clients.



## TAMMY IRBY

- Dialing for Dollars
- World Series of Prospecting

703-929-3540

Tammy@LiveTheEasyLife.com

## WORLD SERIES OF PROSPECTING

Have you ever wished you had a playbook for getting business? Now you do! Learn to be a power-hitting agent every time you step up to the plate, then use kvCORE to improve and super-charge your game! Come and pick a different PLAYBOOK and PRE-GAME PRACTICE DRILL CARDS each session and learn to play the game like a superstar.

### TOPICS INCLUDE

- Past clients, family, and sphere
- Open houses—public & virtual
- Neighborhood/GEO farming
- Online newsletters/blogging
- Social media for the WIN!
- Farming with neighbor open houses
- Wildcard (Play of the Month)
- Marketing plan for your database
- Converting renters to buyers
- Making money with video
- Creating more referrals
- Hosting home buyers/sellers workshops
- Prospecting new home agents
- Expired listing
- Power-hitting websites
- Probate
- FSBOs and more!

# FREE COACHING PROGRAM

Are you ready to take your business to the next level? Samson provides our agents with free coaching and accountability. Our company-provided Coaches help and guide our agents through goal setting, business strategy, development of business processes and procedures, prospecting methodologies, and more.

The Coaches meet with agents on a regular basis as defined by what each agent needs. They won't do your work for you, but they will help you figure out what you need to do and how you need to do it.

ACCOUNTABILITY IS THE KEY TO YOUR SUCCESS!  
ARE YOU READY FOR YOUR BUSINESS TO GROW?



# MENTOR PROGRAM

*A mentorship is REQUIRED unless you have had 2 Buys and 1 Listing within the last 3 years.*

## 1-ON-1 AND GROUP TRAINING

- Open House classes
- Assist you in identifying and how to prepare for Open Houses
- Marketing and lead generation training
- Commission split on 1st listing: 60% REALTOR®, 40% mentor
- Commission split on 1st buyer-side Sale: 60% REALTOR®, 40% mentor
- Commission split on 2nd buyer-side Sale: 70% REALTOR®, 30% mentor

## HOW-TO: BUYER PRESENTATION

- Mentor will be with you for buyer representation from start to settlement
- Identify and prepare for an Open House
- Contract education: more than 450 hours of internet-based video training you can watch anytime and as often as you need

## HOW TO: LISTINGS ROLE

- How to market for listing opportunities
- Assist in preparation and go to your listing appointment with you
- Assist with every aspect of the contract through settlement

## ZOCCAM APP



QUICK, RELIABLE, AND SECURE MOBILE DEPOSIT  
FOR EMD CHECKS AT YOUR FINGERTIPS!

*Zoccam takes the security risks out of the transaction by eliminating potential fraud for the buyer, seller, agent, and broker.*

- Unlike wire transfers, ZOCCAM does not show account numbers.
- Checks are encrypted from capture to delivery and images are not stored on the phone
- ZOCCAM uses encrypted handshakes and tokens.
- Multi-Factor Authentication and Secure 2048-bit encryption

## CARDINAL CONCIERGE SERVICES

### HOW DO YOU PROMOTE YOUR LISTINGS?

- CUSTOM GRAPHIC DESIGN
- BROCHURES
- FLYERS
- POSTCARDS
- SIGNS
- PROFESSIONAL PHOTOGRAPHY
- DIGITAL ADVERTISING
- SOCIAL MEDIA
- SHOWINGTIME
- CLIENT REVIEWS
- VIDEOS

LET US DO IT FOR YOU.

CHECK OUT OUR  
FULL-SERVICE PACKAGES





# LISTING MARKETING PACKAGE



COST CAN BE DEDUCTED FROM COMMISSION AT CLOSING,  
NEED TO ADD IN YOUR COMMISSION DISBURSEMENT

INCLUDES—

1.	Gather Listing Agreement—upload to Dotloop	●	●	●
2.	Order Sign Post (additional: riders, brochure holders)		●	●
3.	Order photographer from a set list and coordinate with seller (need 48 hours from pictures to listing)		●	●
4.	Enter Listing in MLS (all MLS, brochures, and flyers sent to agent and owner for approval first)	●	●	●
5.	Create brochure—Agent needs to provide a list of all special features and verbiage for brochures and flyers	●	●	●
6.	Create flyer	●	●	●
7.	Add contacts to ShowingTime and activate for seller (must be active or coming soon)	●	●	●
8.	Scan docs to load into MLS—Disclosure, Conveyance Sheet (must be active or coming soon)	●	●	●
9.	Boost Ads—Facebook ads for New Listing & Open House** (automatic email, needs agent approval, customizable by preference)	●	●	●
10.	Enhance Realtor.com, Zillow, Trulia and any other sites agent is featured in (listing must be live—24/48 hours)	●	●	●
11.	Send runner (brochures, flyers, rider, lock box) email to Jessie Sanchez at jsanchez@samsonproperties.net to coordinate	●	●	●
12.	Update Sentrilock (listing must be live—24/48 hours)	●	●	●
13.	Enroll listing in the 2-10 sellers free warranty		●	●
14.	Turn on market update reports in MLS to go to seller		●	●
15.	Create and send Open House postcard**		●	●
16.	Create and send Just Listed postcard**		●	●
17.	Create and send Just Sold postcard**		●	●
18.	Create customized, targeted Facebook ad with video of images (add \$\$ for what agent wants for Ad Spend)		●	●
19.	Create Twitter and LinkedIn posts for listing		●	●
20.	Send runner (remove rider/all items)			●
21.	Change status in MLS & website			●
22.	Order sign post down			●
23.	+ Transaction Coordination			●

SILVER  
\$150

GOLD  
\$250

CONCIERGE  
COMPLETE  
\$400

ALL ADDITIONAL  
SERVICES AND  
MATERIALS  
THROUGH EXTERNAL  
COMPANIES WILL BE  
PAID BY YOU.

\*\* NOTE: Listing agent can have **ONLY 1** option for FREE: 5 day Facebook ad (Boost by HomeSpotter) **OR** 100 Just Listed postcards **OR** 100 Just Sold postcards. You may use the other options available at an additional cost.

# TRANSACTION COORDINATOR PACKAGE

*COST CAN BE DEDUCTED FROM COMMISSION AT CLOSING,  
NEED TO ADD IN YOUR COMMISSION DISBURSEMENT*

INCLUDES—

<b>1.</b>	Confirm all paperwork is signed and initiated	●
<b>2.</b>	Send intro. email to lender, title, and both agents	●
<b>3.</b>	Get information sheets filled out for seller or buyer client—fill out as much as possible then send to client	●
<b>4.</b>	Fill out EMD paperwork and turn in (buyers only)	●
<b>5.</b>	Order HOA/Condo docs and ensure delivered to client per contract (seller only)	●
<b>6.</b>	Add all contingencies, walk-through, and settlement dates to agent's calendar	●
<b>7.</b>	Schedule inspections (radon, home inspection, well and septic initially, termite—2 weeks before closing)	●
<b>8.</b>	Alert client and other agent of the upcoming inspections	●
<b>9.</b>	Get utility information from seller and send to buyer	●
<b>10.</b>	Fill out commission disbursement in Dotloop and save to Dropbox; have agent confirm all is correct	●
<b>11.</b>	Order home warranty (buyer client); confirm with buyers agent if they are ordering (seller)	●
<b>12.</b>	Check on all contingencies before they are due to make sure agent is on track and aware	●
<b>13.</b>	Confirm termite inspection is completed two weeks from closing and turned into client and title company	●
<b>14.</b>	Send weekly updates on Friday of status of the file and anything upcoming the client needs to do—by phone or email (agent's choice)	●
<b>15.</b>	Gather all home inspection receipts; confirm we have them all and match to HI Removal form	●
<b>16.</b>	Make sure all paperwork is up to date on Dropbox and Dotloop	●
<b>17.</b>	Schedule settlement and walk through with client and confirm with the other agent	●
<b>18.</b>	Prepare and send settlement letter to client with what to bring to closing and where to go	●
<b>19.</b>	Review CD to make sure all credits, commission, and fees are included	●
<b>20.</b>	Add CD to Dropbox and Dotloop	●
<b>21.</b>	Archive file in Dotloop as sold	●
<b>22.</b>	Enroll your client in the client Follow-up Program—23 mailings throughout the next 5 years (\$25 optional)	●



# SELF PROMOTION MARKETING PACKAGE

COST TO BE PAID UP FRONT

INCLUDES—

1.	1 hour MARKETING PLANNING MEETING	●	●
2.	1 LEAD GENERATION AD on Facebook	●	●
3.	Request REVIEWS from past clients	●	●
4.	1 POSTCARD designed	●	
5.	2 POSTCARDS designed		●
6.	3 SOCIAL MEDIA GRAPHICS	●	
7.	6 SOCIAL MEDIA GRAPHICS		●
8.	1 PAGE LIKES AD on Facebook to grow your followers		●
9.	Personalized NEWSLETTER template		●

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### MARYLAND

- Bethesda
- Bowie
- Clarksville
- Columbia
- National Harbor
- Waldorf

