



VIRTUAL TRANSACTION SOLUTIONS CONCIERGE





CEO/OWNER

Virtual Assistant

ABOUT ME - Dr. Mitzie Mathis

- NC Resident....
- Real Estate Investor since 2006
- PHD in Computer Science
- 2023 Recipient of Who's Who Worldwide

Personal bio information....

Dr. Mitzie Mathis is an analytical and knowledgeable leader who takes a strategic approach to help others achieve maximum results.

For nearly two decades, Dr. Mathis has worked as a Systems & Network Engineer in the Information Technology industry, supporting Fortune 500 companies by implementing systems and processes to optimize data collection.

Dr. Mathis was able to leverage her process improvement skills and knowledge of systems administration to pivot into Real Estate. After over a decade of managing her own rental properties and wholesaling real estate, she transitioned into her current role as a Transaction Coordinator.

In this position, she helps real estate professionals alleviate the struggles associated with the daily transaction process, allowing real estate agents to continually meet clients, show properties and scale their business faster.

Dr. Mathis' ability to identify and resolve process inefficiencies has allowed her to develop actionable solutions for process improvement, while increasing operational efficiency in the transaction process.



1213 W Morehead St Ste 500 Charlotte, NC 28208

P: 704 - 704 - 3118 | info@VTSConcierge.com

OUR SERVICES



- **Listing Management**

- Once you've secured the listing, it's time to pass on the paperwork to us. We'll help set your listing live in MLS, and handle all the administrative work plus marketing to make your listing stand out.

- **Transaction Coordinating**

- We'll handle the administrative tasks that accompany your real estate deals, with impeccable attention to detail, organization and making the process smooth for buyers and sellers.

- **Admin + Marketing**

- From flyers to postcards, social media posts to listing presentations, we can handle all your marketing needs. We take the idea in your mind and bring it to life!



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LISTING MANAGEMENT



Our Promise

Take the pressure off yourself and allow the VTS Concierge listing package to set your listing live with accuracy and attention to detail! Within our 48-hour guarantee promise, you will be equipped with a full property brochure, social media posts, a one page flyer, an e-blast, and Just listed postcards designed and sent!

THE VTS CONCIERGE LISTING MANAGEMENT PACKAGE INCLUDES:

Back Office Support

- Enter listing into your Broker System of Record
- Enter listing into MLS.
- Order property photography using your preferred vendor.
- Coordinate virtual tour appointment if service is separate from the photography session.
- Professional Copy write for MLS & Advertising.

Marketing

- Create a full property brochure, branded with your logo and information, one time fee of \$50.
- Create one page flyer branded with your logo and information.
- Post to agents social media platforms with branded custom images.
- Verify the listing on Zillow.
- Enhance the listing on Realtor.com
- Add/Update property on agents website.
- Design Just Listed Postcards (postage & printing fee separate).
- Posts on up to 3 Realty/Online websites of the clients choosing.

Client Support

- Send Welcome/Intro Letter to Seller.
- Act as single point of contact for any questions or concerns.
- Obtain/Request utility averages from the client.



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TRANSACTION COORDINATING

THE VTS CONCIERGE TRANSACTION COORDINATOR PACKAGE INCLUDES:

INTAKE TASKS

- Review the contract for completeness and pursue necessary parties for outstanding initials, signatures and dates.
- Send agent an email outlining important dates and contact all parties involved in the transaction including the lender, title company, client and co-op agent; introduce myself and request that all paperwork and communications related to the transaction flow through me.
- Add all dates to your digital calendar.
- Establish file in your Broker system of record, upload documents and contact information.

CONTRACT MANAGEMENT

- Coordinate the timely satisfaction and removal of all contingencies and keep you informed of the progress, including ordering HOA/Condo Doc's
- Weekly lender check in and more frequently when necessary.
- Coordinate inspections with you, the inspector, the Buyer and the co-op.
- On-going system of record maintenance as documents are submitted, changes are made via amendment, and we work through the transaction process.
- For Buyers: Collect 2nd Deposit check from Buyer and forward to listing agent.
- For Sellers: order payoffs and tax, water & sewer certs.
- Send detailed email requesting home warranty selection and follow up until selection is made.

PRE-CLOSING

- Provide clients with reminders to connect or disconnect all necessary utilities and to secure homeowner's insurance.
- Verify loan commitment with client's lender, provide copies and notify you of any problems in underwriting.
- Order and review the title report. Notify you of any issues and help to resolve.
- Schedule final walkthrough and closing with your clients, the title company and you.
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POST CLOSING

- Obtain final signed closing disclosures and upload to your system or record.
- Provide a congratulatory letter to your buyer(s) or a thank you letter to your seller(s) prompting them to leave a review for you with clickable links.
- Design Just Sold postcards and send out to the demographic of your choice (postage paid separately).
- Add client to your contact database with new address and email to be added to your past client drip campaign



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MARKETING SERVICES



Among the hectic life of a successful agent there is little time to manage the marketing side of your business. Connecting to new clients and staying connected with past clients to ensure referrals still come your way. Find out how we can put into place one off projects or re-occurring campaigns that keep the phone ringing!

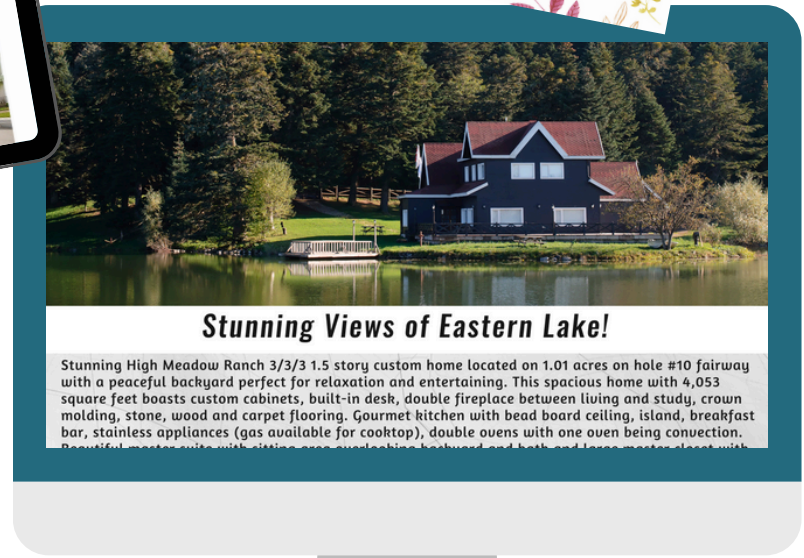
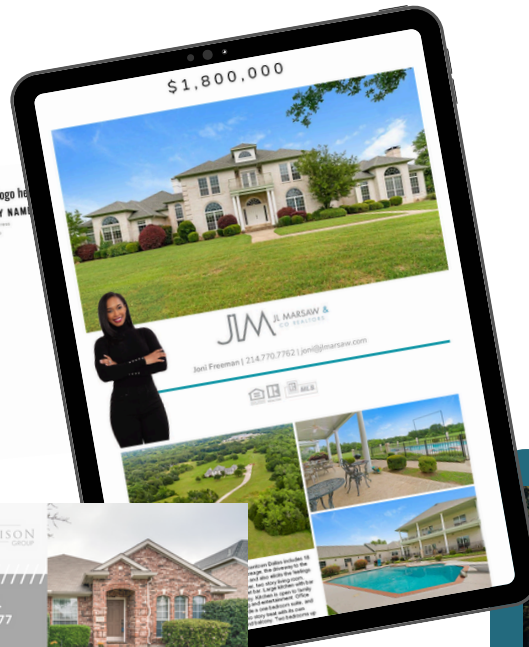
- Organize + update client database management program & system.
- Create + regularly prepare all buyer & seller consultation packages.
- Coordinate the preparation of all listing & open house flyers, graphics, signage and all other marketing materials.
- Manage + update agent website, blog and online listings.
- Regularly assist agent to manage + enhance agent's social media presence.
- Coordinate all client + vendor appreciation events.
- Regularly obtain client testimonials for websites + social media.
- Coordinate & implement agent marketing videos + property videos on website, blog & social media



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MARKETING SERVICES



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SERVICES + PRICING

TRANSACTION COORDINATION

\$385

Per Contract

No termination fees

Checklist can be customized

Balance is added to CDA at closing

Includes all post close marketing

Does not include print/postage of Just Sold postcards

LISTING MANAGEMENT

\$185

Per Listing

Paid at the beginning of Listing

\$50 One-Time set up on 1st Listing

Includes all marketing + services

All Marketing is custom designed

Does not include print/postage of Just Listed postcards

MARKETING + ADMINISTRATION

\$38

Hourly

All Admin tasks are billed hourly

All Marketing tasks are billed hourly

Hourly invoices are sent bi-weekly

Referral credits are applied to this invoice

Invoices are due within 5 days



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CONTACT US



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