

AGENT SUPPORT: Services & Pricing Guide





At **REMAX River City**, we believe your time is best spent doing what only you can do—building relationships, negotiating deals, and helping your clients succeed. That’s why we created the Agent Support Department: a streamlined service hub built to take administrative work off your plate, so you can stay focused on what actually grows your business.

The difference between “getting by” and thriving often comes down to support. In fact, agents who leverage professional support systems earn significantly more. The value isn’t just in dollars—it’s in peace of mind, better client care, and having time for what really matters.

Our goal is to help your business run smoother—and your life feel lighter. Whether you’re a brand-new associate, a growing team, or a seasoned pro, there’s something in this program to help you work smarter, move faster, and stay more organized.

This guide outlines the services available through the Agent Support Department. Think of it like a menu—choose what fits your workflow, skip what doesn’t, and know that support is just a request away.

Let’s help you do more of what you love, with less of what you don’t.

What Support Really Looks Like



With Support



Without

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A quick guide to the services available to support your real estate business. Use the Table of Contents to navigate and learn how to request what you need.

LISTING SERVICES





PREMIUM Listing Launch

Looking to save time and streamline your listing process? Our Premium Listing Launch Package combines everything you need to take a listing from prep to published in one seamless service. Ideal for agents who want to focus on their clients while we handle the details behind the scenes.

This package includes all the services outlined in:

- **Property Research Prep**
- **Standard Listing Support (incl. Brokerload)**
- **Branded Listing Kit**

PACKAGE OPTIONS & PRICING:

- **Single Listing - \$249**

Perfect for one-off listings or agents looking to try out the service.

- **3 Listing Package - \$699**

Great for agents who list steadily and want ongoing support without committing long-term.

\$233 per listing / valid for 90 days

- **5 Listing Package - \$1,099**

Best value for high-volume agents who want reliable, consistent support throughout the year.

\$219 per listing / valid for 6 months / SAVE \$146



STANDARD Listing Support

Keep your listing compliant, complete, and office-ready without the paperwork pile-up. This service covers what you need to get a new listing properly documented and published on the MLS. We handle the compliance, prepare the paperwork, and upload the listing—so you can focus on your clients while we take care of the backend details.

WHAT WE CAN DO:

- Help with drafting and reviewing:
 - **Listing Agreement**
 - **Consumer Relationships Guide**
 - **Hold Harmless** (if applicable)
 - **Dower** (if applicable)
- Setting up the documents for **DocuSign** (Note: You must grant us access to your DocuSign account)
- Assist with **FINTRAC** or **ReallyTrusted**
- Pull the **Title** (if needed)
- **Brokerload** and pull a copy of the **Agent Feature Sheet** once live
- Complete the **New Listing Checklist**
- **Organize, Review** and **Send** ALL required documents to the office

PER LISTING

\$159.00

Brokerloading



Let us handle the data entry—so you can focus on the deal.

Our MLS® Listing Input service takes the entire listing upload process off your plate. Whether you're working from a fresh Listing Input Form or referencing a past listing, we'll make sure every detail is entered accurately and your property is presented at its best.

REQUIREMENTS

\$99
PER LISTING

**ADD \$30 FOR SAME-DAY
SERVICE**

WHAT YOU'LL GET:

- ✓ Entering all **listing details** into the MLS system
- ✓ Uploading and arranging **photos** for optimal presentation
- ✓ Writing or refining the **property description** based on provided features
- ✓ Inputting room sizes and bathroom details based on **RMS**
- ✓ Adding **school** zone info
- ✓ Adding external **links** such as a virtual tour
- ✓ Attaching **documents** to the MLS listing (if applicable)



Branded Listing Kit

Ready-to-use, professionally designed, and customized just for you—this kit includes Canva templates for your most important listing moments: Just Listed, Just Sold, Open House, and more.

Whether you're sharing on Instagram, Facebook, or email, each template is fully editable, visually cohesive, and tailored to reflect your brand—headshot, logo, fonts, and colors included.

WHAT'S INCLUDED:

- Coming Soon
- Just Listed
- Open House
- Price Reduced
- Pending
- Just Sold

PRICING:

One-Time Setup - \$149

Includes full branding setup + template customization in Canva.

A la Carte Templates - \$29 each

For agents who want to test the waters or only need a couple.

We will also provide a **short walkthrough video** showing you exactly how to edit and use your Canva templates—so you can confidently customize and share your marketing materials in just a few clicks.



Property Research Prep

Walk into every seller meeting confident, informed, and prepared to lead.

Before you even ring the doorbell, we'll make sure you have everything you need to show up like the expert you are. Our Property Research Prep service gives you a complete, up-to-date snapshot of the property so you can focus on strategy—not chasing documents.

WHAT YOU'LL GET:

- ✓ **Title** search for current ownership details
- ✓ **Property Tax** Information
- ✓ **Assessment Map** from the City of Edmonton
- ✓ **Parcel Map** from GeoJet
- ✓ Previous **Feature Sheet** (if applicable)
- ✓ MLS Property **History** (if applicable)
- ✓ **HonestDoor** Report

This service is ideal before your listing presentation or seller consultation—giving you the tools to build trust and stand out from the competition.

FLAT RATE
\$49.00

DEAL / TRANSACTION SERVICES



Contract-to-Close Support

You've got an accepted offer—now comes the real paperwork. Our Contract-to-Close service is designed to provide comprehensive backend support through the entire conditional period and beyond, so you can stay focused on negotiations and client care—not admin clutter.

What's Included:

- Everything in the **Contract-to-Office** service (see below), plus:
- Preparing a customizable **client summary email** with important deal details
- **Monitoring and managing:**
 - **Waivers, amendments, and addendums**
 - **Deposit** receipt organization and document follow-up (incl. filling out **Receipt of Funds Record** if needed)
 - File updates and new document handling as the deal evolves
- Preparing and scheduling a **testimonial request** email once firm or post-possession (your choice)

- **Single Deal - \$189**

Perfect for one-off listings or agents looking to try out the service.

- **3 Deal Package - \$529**

Great for agents who list steadily and want ongoing support without committing long-term. \$176.33 per deal / valid for 90 days

- **5 Deal Package - \$799**

Best value for high-volume agents who want reliable and consistent support. \$159.80 per deal / valid for 6 months / SAVE \$146



Contract-to-Office Support

Once an offer is accepted, there's a lot to keep track of. Our Contract-to-Office Support service helps ensure everything is in order and ready for the office, whether you're on the buyer or seller side of the transaction. We'll organize the full deal file and make sure all required documents are included and submitted properly.

This package includes all the services outlined in:

- **Reviewing** and **organizing** all required **documents**
- Completing the **Trade Record Sheet**
- Submitting all the **paperwork** to the office
- Adding key dates to your **calendar** for reminders

PRICE:

\$89.00



Trade Record Sheet Completion

Accurate deal details, filled in and ready to go. This service covers the completion of your Trade Record Sheet, based on your signed purchase contract, so everything is ready for office submission without the hassle.

WHAT WE NEED FROM YOU:

- A signed **Purchase Contract**
- Any additional **commission** or referral info not noted in the contract
- Agent **Feature Sheet**

One less form to fill, one less thing to worry about.

PRICE:

\$25.00

OTHER SERVICES



Business Card Design & Ordering

Need business cards that look sharp and on-brand? We'll help you choose from a selection of professionally designed templates and get your cards printed and delivered—without the back-and-forth of designing from scratch. It's quick, simple, and tailored to you.

What's Included:

- Choose from our library of business card templates
- We'll customize the layout with your:
 - Name, title, team (if applicable)
 - Contact info (phone, email, website, etc.)
 - Preferred headshot and social handles
- One round of edits included to make sure it's just right
- We'll order and have it shipped directly to you

What We Need From You:

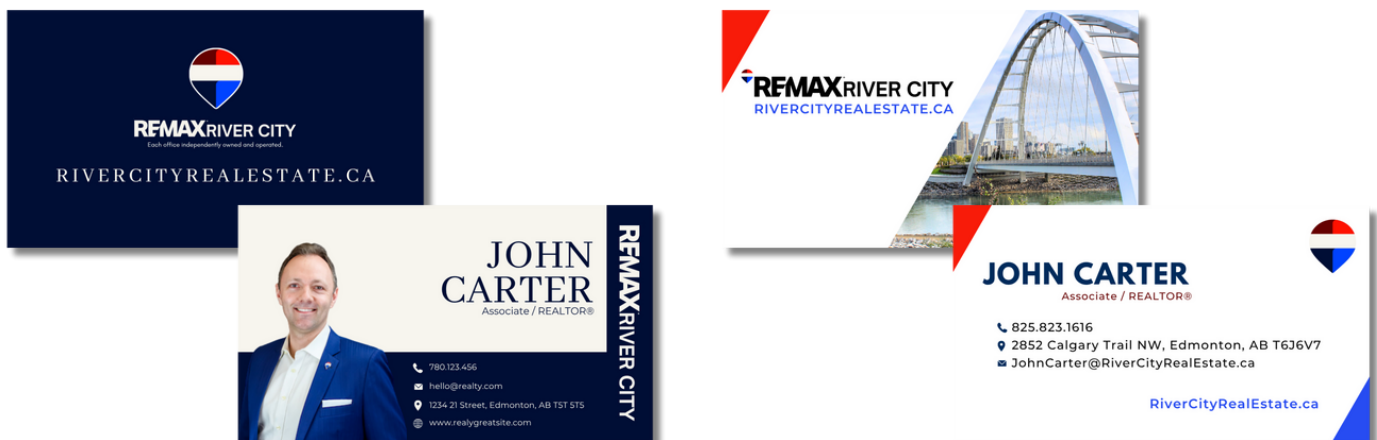
- Your preferred headshot (high resolution)
- Updated contact details you'd like included
- Choice of template (we'll send options)

PRICE:

\$45

[Printing & Shipping Info](#)

First impressions matter—make yours count with a card that stands out.



Classified Ad Posting

Whether it's **Kijiji**, **Craigslist**, or **Facebook Marketplace**, classified platforms still bring real traffic—especially for price-sensitive or investor-focused properties. With our Classified Listing Support service, we handle the posting and weekly refreshing of your listings so they stay visible, active, and competitive.

WHAT YOU'LL GET:

- ✓ Weekly posting or refreshing of your listing (4x per month)
- ✓ Copy and images pulled from MLS or provided by you
- ✓ Optimized ad title, description, and categorization for each platform
- ✓ Basic listing maintenance (removal of sold or expired ads)

Package Options & Pricing

Individual Listing - \$35/month per listing

Ideal for solo agents or lower-volume listings needing reliable weekly exposure.

- Weekly posting (4x/month)
- Applies to up to 5 listings per agent
- Billed per listing / month

Team Plan - \$149/month flat rate

Perfect for teams or high-volume agents managing 6+ listings per month.

- Unlimited listings per month
- Weekly posting for each listing
- Covers listings under one agent or team account

Note: Some platforms may require login access or page permissions for posting. We'll guide you through setup if needed.



Let's Make It Happen

Whether you're looking for help with your next listing, want to stay on top of your transactions, or just need a trusted support team in your corner—we're here to make your business run smoother.

How to Get Started:

1. Complete and sign the **ASD Service and Consent Form**.

This outlines the scope of services available, sets clear expectations around timelines, responsibilities, and communication, and gives us permission to begin supporting you

2. Email us at **agentsupport@rivercityrealestate.ca**

Just let us know what service(s) you need help with and we'll guide you through the next steps.

Once we receive your request, we'll coordinate with you to set up a **quick introductory meeting**—just to align expectations, walk through the process, and ensure everything is set up for a smooth experience. Let's get started!



Brokerload Submission Requirements

To ensure we can accurately and efficiently upload your listing, please provide the following materials. This helps us get your property listed quickly and without delays.

What to send us:

- **Paragon Admin Access** so we can assume your identity and enter the listing on your behalf (we'll send instructions)
- A completed **Listing Input Form** (preferred)
 - If not available, we can use the **Previous MLS** listing or feature sheet as a reference
- A signed **Listing Agreement**
- The **RMS** measurement report for the property
- High-quality **Photos** (in your preferred order, if applicable)

Optional (if you'd like us to write your property description):

- A list of **5 Key Features** you'd like us to highlight



Business Card Printing & Shipping Rates

Once your design is finalized, we'll help coordinate your print order through one of our trusted providers. Below is a general pricing guide to help you plan ahead.

Paper Type Options

- Standard Paper (240–325gsm):
 - A reliable, quality everyday option you'll be proud to hand out.
- Premium Paper (325–350gsm):
 - Slightly thicker and more substantial—adds a little extra polish.

Paper Finishes

- Matte Finish: Smooth, vibrant, and easy to write on.
- Gloss Finish: Subtle sheen for added pop; not ideal for writing.
- Uncoated Finish: Soft, warmer texture with full writability.

Estimated Pricing & Shipping

Quantity	Standard	Premium	Shipping
50	~\$20	~\$24	~\$9
100	~\$40	~\$48	~\$9
250	~\$100	~\$115	~\$9

Prices listed above are for guidance only and may vary based on provider promotions, order size, and shipping destination. Final pricing will always be confirmed and approved with you before placing any order.

For assistance or questions, email us at AgentSupport@rivercityrealestate.ca — we're happy to help.