

Terms & Conditions

(For Divine Order Realty Support | Last Updated: 6/10/2025)

Welcome to Divine Order Realty Support. By accessing our services, you agree to the following terms and conditions.

Who We Are

Divine Order Realty Support (DORS) is a Maryland-registered business providing real estate administrative services. We are not a licensed real estate brokerage or agent. All services are performed in alignment with your broker's policies and within the scope of administrative support.

What We Do

We offer:

- Transaction Coordination (\$425 per transaction, paid at closing)
- Listing Management (\$225, paid upfront)
- Administrative Support (\$35/hr or via custom monthly packages)
- CRM setup, marketing materials, and drip campaign support

What We Don't Do

- We do not provide legal advice.
- We do not prepare offers, contracts, or listing documents before ratification or listing activation.
- We do not engage in any licensed real estate activity.

We work out of an assistant email and adapt to your preferred systems unless stated otherwise.

Client Agreement & Start of Service

All clients must sign a **client agreement** before services begin. This document outlines mutual expectations, project details, and scope of work.

Payment Terms

- **TC fee** (\$425) is due at closing (via Stripe, ACH, or wire).
- **Listing Management** is charged when you assign a listing to us (via Stripe).
- **Admin Services:**
 - **Monthly packages** auto-charge on your chosen date.
 - **Hourly tracking** is billed on the last day of each month (or first 2 days of the next month).

Refund + Cancellation Policy

- No refunds will be issued for services rendered or once work has started.
- No cancellation fees are charged. You may discontinue services at will by notifying us in writing.
- Non-payment may result in paused or terminated services.

Communication

We communicate with clients via email and phone. All requests, updates, and project needs should be sent in writing to ensure accurate service.

Service Area

We currently serve real estate professionals in **DC, Maryland, and Virginia (DMV)**.

If you have any questions, email us at:

admin@divineordersupport.com