

T & T Notary

Transaction Coordinator Agreement

This Transaction Coordinator Agreement is entered into by and between _____ (Agent) under _____ (Broker) and T & T Notary Transaction Coordinators on this day, _____ for Real Estate Transaction Coordinating Services. This agreement has no end date and can be canceled at any given time by either party in writing, as long as NO work has been started. Agent will not be charged for cancellations of contracts where escrow did not close. By signing this agreement with T & T Notary, you understand that we will NOT perform any negotiations of contracts or repairs of any kind on your behalf. Agent also understands that T & T Notary will act ONLY as the Transaction Coordinator. Any transactions currently in escrow will be completed by T & T Notary and a fee is due at closing, as per this agreement.

The Transaction Coordinator (TC) views themselves as a part of the real estate team and will do everything in their power to keep the transaction moving forward and keeping all parties informed of the status of the file. Updates will be given, via email, to the agent regarding file status. Should timeline dates change, the TC will issue an updated timeline with a summary of the changes to the agent and client (with agent's permission). Weekly updates will be given to the client (with agent's permission) with a summary reminder of any deadlines that are coming in the following week. Terms of this agreement can be modified through negotiations between agent and the TC to make the level of service provided to the agent as customizable as possible.

T & T Notary TC's Responsibilities:

Listing Transaction Coordinators Responsibilities: Open escrow upon request Obtain escrow number Request opening packets Review contract, counter offers, and amendments ensure fully executed Track of deadlines per contract Prepare a full disclosure package including required forms and deliver as directed Provide completed seller disclosure package to buyer's agent & escrow as directed Send copies of termite, home inspections and any other reports to buyer's agent & escrow as directed Upload all documents into preferred system as they are received Maintain weekly contact with all parties involved for status updates and requirements

Order NHD and Home Warranty Provide fully executed copy of the file to the Agent after closing Schedule Appointments (Termite, Repair, etc) if requested.

Agents responsible for: Review Draft Escrow Instructions Review Preliminary Title Reports Confirm Scheduled Appointments (Termite, Repair, etc) Complete Agent Visual Inspection Negotiate Repairs and/or any changes in Contract

Selling (Buyers) Transaction Coordinator Responsibilities: Coordinate the Opening of escrow. Make sure EMD was sent to escrow as stated per the contract Review purchase agreement, counter offers, and amendments to ensure all are fully executed. Ensure seller disclosures are provided within contract timelines Prepare disclosures and all required forms and deliver as directed Track deadlines per contract agreement Ensure the buyer receives a copy of all reports and booklets that are provided and/or required Upload all disclosures, documents, and reports into preferred system, as received or fully executed Maintain weekly contact with all parties involved for status updates and requirements Order NHD and Home Warranty if requested Schedule Appointments (Termite, Repair, etc) if requested Provide completed DRE compliant file at close of escrow.

Agents responsible for: Review Draft Escrow Instructions Review Preliminary Title Report Review Schedule Appointments (Home Inspection, Termite, Final Walk Through, etc) Negotiate Repairs and/or any changes to contract Advise client regarding Contingency removals (We will remind of dates and timeframes) Complete Agent Visual Inspection Obtain signatures on Final Walk Through

Transaction Coordinator Fees:

Agent agrees to pay the following to T & T Notary as a Transaction Coordinator Fee for the services listed above:

\$350.00 (when representing buyer or seller)

\$500.00 (Dual Agent)

\$ 65.00 (Special Projects) - to be paid at the time the job is completed

A \$50.00 non-refundable upfront fee is collected to initiate service. This fee will cover the TC's time and cost of service and will be deducted from the remainder balance. The remainder balance will be due at time of closing. If the file does not close, the remainder balance will not be collected.

Agent and T & T Notary's TC agree that both parties will abide by any and all state and federal laws as applicable to this type of transaction and that you, agent, are licensed and current by the appropriate entities.

Agent, hereby agrees to release T & T Notary and its Transaction Coordinators from any and all liabilities that may arise by virtue of real estate transactions and agent further agrees to indemnify, defend and hold T & T Notary and its Transaction Coordinators harmless from all claims, disputes, litigation, judgments, and attorney fees that may arise in connection with any transaction and also from any incorrect information supplied by third parties to T & T Notary and its Transaction Coordinators or from any material facts that third parties know but fail to disclose to T & T Notary and/or its Transactions Coordinators.



Agent's Signature

Agent's Printed Name



T & T Notary