



## Transaction Coordinator Service Agreement

Please complete this form and send to [remaxtc.coordinator@gmail.com](mailto:remaxtc.coordinator@gmail.com)

### Agent Info:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Scope of Services

The Transaction Coordinator agrees to provide transaction coordination services for the real estate transaction at the property listed below.

Property Address: \_\_\_\_\_

### Fees (Fees will be added to your monthly bill):

- \$250 - Contract to Close

### Responsibilities - See checklist below

Ensuring all necessary documents are completed and submitted.

1. Ensuring all necessary documents are completed and submitted.
2. Tracking deadlines and ensuring compliance with contract timelines.
3. Coordinating communication between parties, as needed.

### Acknowledgment

By signing below, the Agent and Transaction Coordinator agree to the terms outlined in this agreement.

Agent Signature: \_\_\_\_\_

TC Signature: \_\_\_\_\_

**\*\*Agents:** Please read through the checklist and select any services you **DO NOT** want completed by the transaction coordinator. Anything **NOT** marked will be considered the responsibility of the transaction coordinator.

## Transaction Coordination - Services

- Copy agent on every email communication
- Ensure Agent's loop is GREEN for closing

### Contract Review & Documentation

- Review contract with exhibits and report any concerns to agent immediately
- Prepare Buyer Brokerage and/or F511, if needed (need date range from agent for BBA)
- Post all documents to agent's office Dotloop
- Complete Contract Cover Sheet
- Create utility sheet for the property and send to Seller or Buyer's agent for completion with introductory email
- Add contract deadlines to Google calendar and "invite" agent
- Email contract to attorney with lender information, if applicable, and Buyer or Seller contact information
- Send contract to lender with deadline dates, attorney's contacts, and ask to be notified when intent to proceed is received from Buyer
- Send introductory email to co-op agent with deadline dates
- Send introductory email to client with deadline dates and other details of the process

### Inspection & Order Coordination

- Confirm inspection date and time; ask co-op for CBS code, if applicable
- Order termite letter, if requested
- Order home warranty, if requested

### Deadline Management

- Confirm we have a copy of the earnest money deposit by the deadline, send to lender and attorney
- Confirm appraisal ordered by lender
- Confirm title done by attorney and request for title received from lender
- Ask agent, prior to end of due diligence, if any amendment is in the works
- Forward accepted amendment to attorney and lender (if applicable, confirm with agent)
- Prepare any additional amendments requested by agent, send for signature, email to attorney and lender
- Remind Buyer to arrange for homeowner's insurance
- Request Pay At Close (GA AGENTS ONLY)
- Prepare commission agreement
- Send commission agreement for signature and then to attorney
- Send/Request utility list to/from co-op
- Confirm appraisal received and property appraised
- Schedule closing time with attorney
- Send closing information to Buyer, Seller, and both agents
- Confirm attorney has sent title, taxes and HOA information to lender
- Confirm lender in receipt of closing disclosure signed by Buyer
- Offer agent help with arrangement of walk-through date and time
- Email Seller or Buyer reminder of closing information and location
- Confirm clear-to-close from lender
- Confirm loan package received from lender
- Confirm attorney has all needed to close
- Request preliminary HUD from attorney; confirm commission is correct; forward to agent for review
- Request signed closing statement from attorney, post to agent's file and/or office file.

**\*Agent will be responsible for:**

- Confirming utilities are on at property
- Inspection attendance, negotiation of any repairs or other concessions and inspection amendment
- Relaying any bad news regarding appraisal or loan denial to clients
- Attending final walk-through
- Confirming Seller has done what was agreed to in the contract such as removing items and items to remain
- Gathering all receipts as requested in contract
- Contracting with other companies for carpet cleaning or other services
- Discussing Closing Statement related items with Buyer or Seller