

# 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):

\$150 - Listing side  
\$250 - Selling side  
\$300 - Both sides

## Responsibilities - See checklist(s) below

The TC will assist with the following tasks as applicable:

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: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
TC Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

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

# Transaction Coordination - Services

## Transaction Coordinator duties include:

- 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
- Coordinate/Create marketing materials (using Marketing Center - Lilli)
- Save MLS printout to file
- Save FMLS F118 to file, if applicable (Notice of Closing)
- Confirm inspection date and time; ask co-op for CBS code, if applicable
- Order termite letter, if requested
- Order home warranty, if requested
- Copy agent on every email communication
- Add contract deadlines to Google calendar and "invite" agent
- Create utility sheet for the property and send to Seller or Buyer's agent for completion with introductory email
- 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
- 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
- Forward accepted amendment to lender with agent permission
- 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, if requested
- Send commission agreement for signature and then to attorney
- Send utility list to co-op if our Seller or request from co-op if our Buyer
- Confirm appraisal received and good
- Schedule closing time with attorney
- Add to Google calendar "inviting" agent
- Send closing information to Buyer or Seller with attached directions to closing
- Confirm attorney has sent title, taxes and HOA information to lender
- Confirm lender in receipt of closing disclosure signed by Buyer by three (3) day deadline
- 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