



Transaction Coordination Agreement

This Transaction Coordination Agreement is entered into by and between

_____ (Agent) and _____ (Transaction Coordinator.)

Effective Date _____ to Close.

Transaction Address _____

The Agent agrees to all terms set in this agreement:

Transaction Coordinating Duties

- Review contracts and essential addenda for compliance.
- Open file with escrow and/or title company.
- Order title and survey.
- Deliver copies of contracts and addenda to the cooperating agent.
- Preparation of disclosures, amendments, and addenda.
- Manage deadlines and timeframes as needed throughout the transaction.
- Follow up with the escrow company and cooperating agent as needed.
Keep the Agent informed of all communications.
- Send regular transaction status e-mails and advise the Agent of pending deadlines.
- Ensure all paperwork is provided to all parties.
- Coordinating closing time with all parties.
- Follow up with escrow and title company on the closing day.
- Ensure your file is broker compliant.
- Upload all paperwork to Paperless Pipeline.

Listing Upload Additional Service Available

- Input date in MLS and activate listing.
- Attach completed disclosures.
- Photo Upload.
- Entry of Open House in MLS (if any).

Pricing:

Kelly Right Agents: \$200 \$250 (with Listing Upload) \$250 (Dual Side) \$300 (Dual & Listing)

Non-Kelly Right Agents: \$300 \$350 (with Listing Upload) \$350 (Dual Side) \$400 (Dual & Listing)

\$75 Flyer for Social Media

A \$50 fee will process on the next closing or billing cycle in occurrence of sale fail.

The agent agrees to pay the Transaction Coordination Fee for the services listed above through escrow to Kelly Right Real Estate.

Agent _____

Date _____