



Full-Service Transaction Coordination for Agents

Benefits: I will help you keep organized. You'll save time so that you can spend your hours working with your clients instead of organizing your files. I provide boots on the ground service to allow you to have more time for income generating tasks.

I am licensed as a Real Estate Broker in Washington State. If you would like to move forward with me as your TC, please let me know.

I look forward to working together!

Karoline Turner

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Enclosed:
Service Packages
TC contract

Service Packages

A-La-Carte items

- Sit an inspection \$250
- Showing Agent \$50/door or 15% showing agent commission (paid out of commission)
- Put up/take down keybox \$50
- Attend photos \$75

Contract to Close \$500

- Open escrow and include mutual PSA to all parties (lender, buyer agent, listing agent, escrow)
- Send Welcome email to client with mutual PSA and checklist to closing
- Weekly updates to client
- Regular communication with agent
- Ensure we meet all deadlines as outlined in the mutual PSA, request any documents needed
- Ensure we get the title report from the title company and send it to your client
- Send any forms required for signature to client on behalf of the agent
- Schedule inspections and additional inspections
- Perform 35R audit and get needed invoices to the other agent
- Obtain all forms with required initials/signatures and upload for compliance
- Obtain septic/well/appraisal documents as needed
- Create a commission demand on your behalf and send to escrow
- Before closing, audit files for compliance
- Schedule client signing
- Schedule final walkthrough
- Schedule home warranty for client
- Obtain lender documents (E.I. FHA Clause)
- Obtain resale certificate
- Obtain All HOA documents
- Reminder to client to transfer utilities
- At closing – send zip file of all documents to client and review request on your behalf

Listing Package & Contract to close \$600

Includes all items in Contract to close PLUS

- Request title and legal from escrow
- Create new listing file in transaction desk
- Prep and send all listing forms for signature (Agent will verify first)
- Schedule photos
- Save photos and upload to MLS
- Create and print flyers
- Add open house days/times in MLS
- Schedule post with post company
- Set up showing time
- Send listing link to clients
- Send weekly market activity updates to client
- Request post removal
- Change KWLS/KW Command to sold/closed (KW Agents)
- Put up listing sign, keybox, and flyer
- Attend photos and make sure home is photo ready
- Make sure referral form is complete
- Make a copy of the key
- Request HOA documents
- Make sure the Septic TOT and RSS report is complete and sent to other agent
- Update referral agent the status of the transaction
- Send 22AR notice to perform

**** Agent will be responsible for all listing costs**



SUPPORT SERVICES AGREEMENT

This Support Services Agreement ("Agreement") is made _____ between Provider KTurner Transaction Services LLC, Transaction Coordinator and Client _____. In this Agreement, the party who is contracting to receive the services shall be referred to as the "Client" and the party who will be providing the services shall be referred to "Provider".

1. DESCRIPTION OF SERVICES . Beginning on _____

Provider will provide the following services (collectively, the "Services"):

-Transaction Management - Tasks to be performed are detailed in the attached document.

2. PAYMENT FOR SERVICES. All Transaction Coordinator services are provided for a flat fee, to be paid upon the successful closing, of any property contracted for service within "3" business days of closing. Transaction Management Fee shall be \$500 per transaction, contract to close. If the Client goes under contract for a listing, and utilizes the contact to close management services, the total amount of \$600 can be paid upon closing, through escrow. In the event the transaction is canceled, expires, or the Client does not go under contract for any other reason, the Client will not pay a fee. If the file is a short sale or foreclosure, 50% of the fee shall be paid up front at the start of the file and the rest to be paid at closing.

A late fee of \$25 will be assessed after 3 business days.

3. TERM/TERMINATION . This Agreement may be terminated by either party upon written notice. Any open or pending transactions will still be paid out upon closing.

4. RELATIONSHIP OF PARTIES . It is understood by the parties that the Provider, KTurner Transaction Services LLC is an independent contractor with respect to Client and not an employee of Client. Under Real Estate Law, Provider will be operating under the duties to the relationship the Client has with the existing buyer or seller. Provider will not be working as a licensee to the Client's client. Provider's daily schedule and hours worked under this Agreement, on any given day shall be subject to Provider's discretion. Provider agrees to be available to provide services during normal business hours, specified as Monday – Friday, from 9am – 5pm, excluding national holidays.

5. CONFIDENTIALITY . The provider will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Provider, or divulge, disclose, or communicate in any manner any information that is proprietary to the Client. The provider will protect such

information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, Provider will return to Client all records, notes, documentation and other items that were used, created, or controlled by Client during the term of this Agreement.

6. ENTIRE AGREEMENT . This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

7. SEVERABILITY . If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9. NONDISCLOSURE AND NON SOLICITATION. The Provider shall not directly or indirectly disclose to any person other than a representative of the Client at any time either during the term of this Agreement or following the termination or expiration thereof, any confidential or proprietary information pertaining to the Client, including but not limited to customer lists, contacts, financial data, sales data, supply sources, business opportunities for new or developing business, plans and models, or trade secrets. Furthermore, the Provider agrees that during the term of this Agreement and following the termination or expiration of this Agreement, the Provider shall not directly or indirectly solicit or attempt to solicit any customers or suppliers of the Client, other than on behalf of Client.

10. INDEMNIFICATION AND HOLD HARMLESS PROVISION. The Client agrees hereby to indemnify and hold harmless the Provider from any and all claims which may arise out of and in the course of the performance of the Provider duties hereunder. KTurner Transaction Services LLC, Transaction Coordinators, its subcontractors, or any affiliated parties shall not be held liable for errors including but not limited to typographical, email, publishing, print, and copy/paste. Client assumes responsibility for all information relayed regarding clients, property, tax information, property descriptions; written and assumed, and will be ultimately responsible to review all content for accuracy.

In witness of agreement whereof, the Client and Provider have signed this agreement.

X_____Date_____ - "Client"

X_____Date_____ Transaction Coordinator,
Independent Contractor, "Provider"