

## Transaction Coordinator Agreement

This Transaction Coordinator Agreement is entered into by and between

\_\_\_\_\_ ( Agent/Client) and Stevan Novakovich /  
Nova Homes LLC (Transaction Coordinator, Independent Contractor and  
Licensed Realtor)

Effective Date: \_\_\_\_\_ to start and open working files

Agent agrees to all terms set forth in this agreement.

### **Agent's Responsibilities:**

- To have legal residential and/or commercial Buyer Brokerage Agency Agreement/Listing Contract with his client(s).
- To send a purchase contract (with all the appropriate Exhibits) to TC within 24 hours of going under contract, for maximum leverage.
- To legally negotiate during the transaction.
- To review Draft Escrow Instructions, Preliminary Title Reports, schedule appointments with the client(s) (i.e. Home Inspection, Termite, Repair, Final Walk Through, etc.) unless the agent has selected a VIP TC Service in which case TC will assist with scheduling appointments on behalf of agent-client.
- To complete agent visual inspection, negotiate repairs and/or any changes in contract.
- To obtain signatures on final walk through (if applicable to your state.)
- To advise client(s) regarding contingency removals (We will remind of dates and timeframes.)
- To utilize fiduciary duty to client(s), using diligence when reviewing all documentation for accuracy.
- To timely communicate with dedicated TC throughout the entire transaction.

**Stevan Novakovich TRANSACTION COORDINATOR & REALTOR**  
**C: (562) 235-0239 E: [novatclosing@gmail.com](mailto:novatclosing@gmail.com)**

NOVA TC SERVICE FEES\*  
PAYABLE AT CLOSING

Please choose and check the service(s) to be performed:

- STANDARD (SELLER or BUYER) \$350.00
- VIP (SELLER or BUYER) \$450.00
- STANDARD (DUAL REPRESENTATION) \$450.00
- VIP (DUAL REPRESENTATION) \$550.00
- QUICK CLOSE CASH DEAL \$250.00
- PRE-MARKET LISTING/FULL SERVICE \$350.00
- PRE-MARKET LISTING/PAPERWORK ONLY \$150.00
- PRE-MARKET LISTING/MLS INPUT

\* Current prices are introductory offers and subject to change.

In the Price List "Single" means a single representation (agent representing only 1 party to a sale contract).

In the Price List "Dual" means that the agent is representing both parties to a sale contract. Single agent dually representing both a buyer and a seller. It can include a FSBO, unrepresented buyer, a court appointed executor, or an investor.

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- Service selections are made by an agent when completing the "New Agent Intake Form" to TC online.
  - For deals that do not close there is no charge. We hope to close your next deal!
  - Payments for all TC service files are due and payable at closing.
  - Files received before 12:00 PM will be started the same day.

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\*\*"Quick Close Cash Deals" can be used on deals closing in less than 3 weeks without financing and without inspections. In the event the file changes to a financed deal, adds an inspection, and appraisal or extends beyond 3 weeks, the fee will default to \$350.00

The "Agent-Client" agrees to pay "Transaction Coordinator" for the services provided as stated in "Nova TC Contract-to-Close Services & Price List" & "Nova TC Pre-Market Listings Service & Price List." Payments for all TC service files are due and payable at closing.

## **Privacy Notice Disclosure & Privacy Practices**

The nature of the job of Personal Transaction Coordinator requires the "Agent-Client" to share his Login Information to various brokerage-run CRM systems and other platforms. As an "Agent/Client" you consent and voluntarily provide your personal and above-mentioned access information to your TC for the purpose of him performing jobs stated in the "Nova TC Contract-to-Close Services & Price List" & "Nova TC Pre-Market Listings Service & Price List."

Nova TC will not share your information with any third party outside of our organization, and is committed to strict client-privacy privilege.

If you agree, as part of the VIP Service, for Nova TC to contact your client(s) for the purposes of seeking referrals and reviews on your behalf, you do so voluntarily and of your own will.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products, services, or changes to existing services and this privacy policy.

Thank you for your business, and we look forward to helping you scale up your ultimate real estate career.

\_\_\_\_\_ Date: \_\_\_\_\_

"Agent-Client"

\_\_\_\_\_ Date: 07/20/2022

Stevan Novakovich/ Transaction Coordinator

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