

Agent hereby enters into a contract with Emily McBride, Transaction Coordinator (TC), for the limited purpose of coordinating details for real estate transactions.

1. **Purpose:** The purpose of this Contract is to engage the services of Emily McBride to coordinate the details of real estate transactions.

- A. TC shall exercise reasonable skill and care for the Agent, in the following limited capacities:
- B. Keeping Agent fully informed regarding the transactions.
- C. Send documents for signature.
- D. Handle communication with the opposite party in your escrow and make requests to them for documentation, disclosures, and reports that you must have prior to closing escrow to meet your Broker's checklist requirements.
- E. Upload all docs & communication log to the Broker's transaction software.

2. **Broker checklist and upload system**

- A. The Broker will notify TC where to upload documents too.
 1. If Broker does not have upload software, then the TC will use Google Drive & Broker/Agent will have access to it.
 2. The TC will keep the file in Google Drive for 3 years. TC will give the Broker/Agent 2 weeks' notice to download the documents and keep for their own record. After TC notifies Broker/Agent the files will then be deleted from the TC's Google Drive.
- B. The Broker is to provide their own document checklist that the TC is to follow for every transaction.
 1. If the broker chooses not to provide a checklist and uses the TC's checklist, TC is not legally responsible for CAR (California Association of Relators) requirements not being met. The Broker is responsible for

knowing what forms CAR requires and is to pass that information onto the TC for the Broker's file requirements.

3. Compensation to the TC: In consideration of the services to be performed by Emily McBride, Agent agrees to pay the TC no later than 3 days after close of escrow.

- A. TC may be paid directly from Broker or directly from escrow by a check or wire.
- B. TC may be paid by agent or broker outside of escrow using Venmo or Zelle.
 - 1. If paying through Venmo or Zelle, for every day, after the 3 days grace period from escrow closing, there will be a \$25 a day late fee charged for every day that payment is late.
 - 2. Broker/Agent cannot hold TC payment due to agent/broker not fulfilling their duties. Nor if the broker has not reviewed the file in a timely manner. All TC duties were executed, and TC payment is to be released the day of COE.
- C. Agents are to be given a two weeks' notice before any TC fee increase goes into effect.
- D. When the Seller/Buyer is paying the TC, it has to be paid from escrow and not outside of escrow.
- E. If the Broker/Agent lets the TC go during an active escrow, (no matter how many days into the escrow) then the TC is to be compensated half of the TC fee immediately upon being let go. This is payment for their work done on the active escrow file.
- F. There will be no file fee charge when the Buyer/Seller cancels an escrow.

I have read and understand the terms of this contract. By signing your name, you are agreeing to all terms.

X _____

Agent/Broker

X _____

Transaction Coordinator