

**Transaction Coordinator Services Agreement**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“**Agent**”) and **True North Transaction Coordinators LLC** (“**TC**”) agree to the following terms and conditions for the services of TC:

**TC is compensated on a fee for service basis as follows**:

* Seller side transaction (without listing agreement services) or Buyer side transaction fee is $299;
* Seller side transaction (with listing agreement services) fee is $349;
* Dual Agency transaction (without listing agreement services) fee is $399; and
* Dual Agency transaction (with listing agreement services) fee is $449.

Prior to services, we will need to have either a valid credit card or banking account information on file to collect payment after successful closing of transaction.

This Agreement applies to all properties and transactions for which Agent requests services from TC. Agent shall request TC’s services for a transaction by written notice to TC identifying the property and the transaction, which notice may be by email to TC. TC will acknowledge receipt of such notice and confirm the fee and services applicable to such transaction.

**TC’s services are as follows:**

**Services for Buyer Agent:**

* Receive paperwork from agent to open transaction
* Review all executed docs for completeness and accuracy and notify agent of any missing paperwork or signatures and errors
* Email listing agent introducing TC, give any updates and ask about utilities and their title company
* Email buyer(s) introducing TC and send them their next steps and copies of all documents
* Complete closing worksheet
* Email title company and lender, send copies of documents and completed closing worksheet
* Send weekly updates and follow up with lender, title company, co-op agent and buyer(s)
* Let agent know of any situations that arise and help with resolution as needed
* TC will provide a broker compliant file to agent to submit to brokerage for review
* Order home warranty if needed
* Get utility information to buyer(s)

**Services for Seller Agent (without listing agreement services):**

* Receive paperwork from agent to open transaction
* Review all executed docs for completeness and accuracy and notify agent of any missing paperwork or signatures and errors
* Email buyer’s agent introducing TC, give any updates
* Email seller(s) introducing TC and send them their next steps and copies of all documents
* Complete closing worksheet
* Email title company and lender, send copies of documents and completed closing worksheet
* Send weekly updates and follow up with lender, title company, co-op agent and buyer(s)
* Let agent know of any situations that arise and help with resolution as needed
* TC will provide a broker compliant file to agent to submit to brokerage for review
* Order home warranty if needed

**Services for Seller Agent (with listing agreement services):**

* Same services as for Seller Agent without listing agreement services
* Filling in all required listing paperwork except the NorthstarMLS input form (agent is responsible to get listing input information from client and turn in to TC)

**Services for Agent who is a Dual Agent:**

* Same as services for Buyer Agent and Seller Agent
* Dual Agent services only apply to Dual Agency when Agent is representing both buyer and seller of one property. They do not apply if Agent represents a seller who is also purchasing a different property.

**A la Carte Services (not included in standard fee - services provided for a separate and additional fee):**

* Listing paperwork - filling in all required listing paperwork except the NorthstarMLS input form (agent is responsible to get listing input information from client and turn in to TC)
* List property on MLS and ShowingTime
* Draft Buyer’s offer
* Write up amendment or addendum and email to agent

TC will keep all Agent’s client and lead information confidential and will not share such information unless instructed to do so by Agent. Agent will provide TC with all documents and information on the transaction requested by TC, including without limitation, the applicable title company and lender for the transaction, and contact information for all parties to the transaction.

TC accepts your transaction file in PDF through email, from Authentisign, One Drive or Google Drive for all agreements, amendments, addendums and any other paperwork.

If Agent hires a personal assistant/admin, any files started by TC will be finished by TC. A list of files in process will be provided to Agent that TC will finish. Files under the care of Agent’s personal assistant/admin will not be handled, reviewed or corrected by the TC unless otherwise agreed in writing.

TC is not responsible for any MLS fines incurred by Agent. Agent shall be the responsible party for Agent’s files and sales. TC services are provided in an administrative role and TC does not negotiate contracts, show homes, attend closings or perform any other duties that cannot be done remotely. TC’s normal business hours are 8 A.M. to 5 P.M. Monday through Friday TC will do their best to respond if contacted by text after normal business hours but does not guarantee any response until the next business day.

Agent and TC shall settle any disputes arising under this Agreement exclusively through the Mediation/Arbitration service offered through MNAR.

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

**Agent**

True North Transaction Coordinators LLC

**By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its: Transaction Coordinator