

# Transaction Coordinator Service Agreement

## Purpose of Agreement

Outlines terms under which Transaction Coordinator (TC) provides services. TC is an independent contractor.

## Scope of Services

- Open/manage SkySlope file
- Review contracts
- Upload docs for compliance
- Track deadlines
- Coordinate with lender/title
- Manage disclosures
- Weekly updates
- Prepare for closing and finalize file.

## Service Fees

Per-transaction fee: \_\_\_\_\_

Cancellation fee: \_\_\_\_\_

Fee due at closing.

## Independent Contractor Status

TC is not an employee or partner. Client responsible for negotiations and legal compliance.

## Confidentiality

TC maintains confidentiality of all client and transaction information.

## Communication

TC communicates with agent, title, lender, cooperating agent, inspectors, and compliance.

## Document Authority

TC prepares documents for review only. Client reviews and sends all documents.

## Liability

TC not liable for missed deadlines due to missing info, contract errors, or disputes.

## Term & Termination

Either party may terminate in writing. Active transactions billed as agreed.

## Governing Law

Agreement governed by state where transaction occurs.

## Signatures

Client/Agent: \_\_\_\_\_

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

TC: Robin Neumann

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