

Robin Neumann, Realtor®

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TRANSACTION
COORDINATOR
S E R V I C E S

BASIC TRANSACTION COORDINATION – \$500 Contract-to-Close Management

Includes: Email introductions • Skyslope management • Contract completeness review • Brokerage compliance document management • Deadline tracking (inspection, appraisal, financing, contingencies) • Weekly status updates to agent • Coordination with escrow, lender, and transaction parties • Signature collection and document organization • Pre-closing confirmation and final compliance review • Organized archive of completed file

OTHER SERVICES

Listing Coordination – \$400 • MLS input coordination • Disclosure tracking • Vendor scheduling (photos, staging, sign, lockbox) • Listing compliance support

Raw Land Transaction – \$300 • Feasibility deadline tracking • Land-specific documentation oversight • Utility/survey coordination (logistics only) • Extended timeline management

ADD-ONS

Rush Transaction – +\$100 (<21 days to close)

Dual Agency / Double-Sided Transaction – +\$250 Additional coordination and documentation oversight.

File Rescue / Cleanup – +\$150 Organizing incomplete or disorganized transaction files.

MLS Status Updates – \$75 Pending/Closed updates handled for you.

Additional Client Communication – \$75 Client milestone updates or added communication support.

Why Robin?

As a licensed Realtor, with 12-years-experience, I understand the whole process from client acquisition to close. What you'll receive from me:

- ✓ *Great communication*
- ✓ *Excellent grammar & punctuation*
- ✓ *Great attention to detail*
- ✓ *Honesty & Integrity. Always.*

"I look forward to working with you and helping you close more deals with confidence and ease!"

~ Robin Neumann :)

Transaction Coordinator Service Agreement

Purpose of Agreement

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

Scope of Services

Services: _____

Add-Ons: _____

Service Fees

Total transaction fee: _____

Fee due at closing.

Confidentiality

TC maintains confidentiality of all client and transaction information.

Communication

TC communicates with agent, title, lender, cooperating agent, inspectors, clients, eXp Realty staff, as agreed.

Document Authority

TC prepares documents for review only. Client reviews and approves 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 paid as agreed.

Governing Law

Agreement governed by WA State Law.

Signatures

Client/Agent: _____

Signature: _____ Date: _____

TC: Robin Neumann

Signature: _____ Date: _____