



WE DONT DO

These are the things we will NOT touch.



1. Absolutely NO negotiations

- Do you liability for us and our company, we do no handle any and all negotiations. Not all Transaction Coordinator are licensed and under the same brokerage as the agent. E&O insurance does not cover the transaction coordinators errors.
- All negotiations, repairs, extensions, price change
- Agent is required to talk to the other agent and come to an agreement.
- Agent is required to provide verbiage for Transaction coordinator to assist on preparing any extensions or addendums.
- Transaction Coordinator can send out addendum on agents behalf, but agents has to communicate with each other.

2. Verbally Accepted Contract

- Only send a fully executed contract and email intake form to us when you are officially under contract.
- Things changes, clients change their mind. We get it, but if its not fully signed, please hold off on sending us the file.
- Files are first come first served, if we received an unexecuted file, it will be placed at the end until we received the fully executed contract AND intake form.

3. Reviewing Offer Contracts

- Transaction Coordinator does not review offer contracts outside of an executed contract.
- Transaction Coordinator can review a contract, at the sole discretion of the lead transaction coordinator, Agent can be bill for the additional services.

4. Other Insurance Quotes

- Transaction coordinator can assist on ordering homeowner insurance for a contract that is currently under contract only.
- We do not order quotes for anything outside of our current contract deals.
- We do not assist on car insurances or any other insurances.
- We do not order quotes for personal deals.

5. Cancellation

- It's a courtesy to assist agent with your cancellation. However, its not part of our service to handle and close out your cancellation. We do not charge a cancellation fee for any files that cancels.
- Agent is required by their brokerage and to protect the clients escrow and to cancel out their file.
- Listing coordination file, TC will assist with cancelling out those files as its part of the cancellation package for listing coorination file only.

6. After Closing

- Transaction Coordinator only handles a contract from execution to closing. We will close out the file per brokerage compliances.
- We DON'T handle items that are outside of closing. New quotes, set up additional appointments, etc.