



# 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.