



PRICING:

- Listing Coordination: \$250 due upon receipt of signed contract; If transaction goes into escrow, balance of \$300 due at COE
- Purchase Transaction: \$550; Dual Agency \$800
- Lease Services: \$150; Dual Agency \$300
- Canceled Escrow: \$200; \$0 due if cancels before EMD is accepted

Transaction fees will be invoiced to the Agent and shall be paid via check, Venmo, or Zelle.

DUTIES AND RESPONSIBILITIES:

Listing Coordination:

- Receive listing documents and seller information from Agent
- Open compliance folder, review, and submit executed listing documents to compliance
- Send all necessary seller disclosures via Docusign/Glide as appropriate

Purchase Transaction:

- Receive purchase documents and client information from Agent
- Open compliance folder, review, and submit executed purchase documents to compliance
- Send "Welcome" letters to Escrow, cooperating Agent, and client with specific timeline info
- Send seller disclosure package to client/Docusign
- Receive Escrow documents as appropriate for compliance
- Upload all inspections to file
- Order home warranty, if applicable
- Review file/remind Agent in regards to contingency dates
- Review the file regularly for broker compliance and communicate with Agent for updates
- At COE, send client full file

Lease Services:

- Receive documents and client information from Agent
- Open compliance folder, review, and submit executed lease documents to compliance
- For Lease listing, follow above listing procedures
- For Tenant representation, send lease disclosures to client/Docusign

Canceled Listing/ Escrow

- Receive documents from Agent
- Upload fully executed document to file and compliance
- Close file as applicable

SOUTHBAY TCS WILL NOT:

- Write or review Listing agreements or Purchase contracts
- Review or approve draft escrow instructions
- Negotiate any part of a contract or a Request for Repairs
- Explain Contract or Disclosures to buyers or sellers
- Order Inspections or set up appointments to access the property
- Access and/or modify the Agent's MLS