



Transaction Coordination Agreement

This Transaction Coordination Agreement is entered into by and between

_____ (Agent) and _____ (Transaction Coordinator.)

Effective Date _____ to Close.

Transaction Address _____

The Agent agrees to all terms set in this agreement:

Transaction Coordinating Duties

- Review contracts and essential addenda for compliance.
- Open file with escrow and/or title company.
- Order title and survey.
- Deliver copies of contracts and addenda to the cooperating agent.
- Preparation of disclosures, amendments, and addenda.
- Manage deadlines and timeframes as needed throughout the transaction.
- Follow up with the escrow company and cooperating agent as needed.
Keep the Agent informed of all communications.
- Send regular transaction status e-mails and advise the Agent of pending deadlines.
- Ensure all paperwork is provided to all parties.
- Coordinating closing time with all parties.
- Follow up with escrow and title company on the closing day.
- Ensure your file is broker compliant.
- Upload all paperwork to Paperless Pipeline.

Pricing:

Kelly Right Agents: \$150 \$200 (Dual Side)

Non-Kelly Right Agents: \$300 \$350 (Dual Side)

No Set-Up Fee. No Cancellation Fee. Fee will process on the next closing or billing cycle in occurrence of sale fail.

Transaction Coordinator Fees:

The Agent agrees to pay the Transaction Coordination Fee for the services listed above through escrow to Kelly Right Real Estate.

How did you hear about us _____

Referred by _____

Agent Date

Transaction Coordinator Date