

## Transaction Coordination Agreement

Both Agent and United Realty Group enter into this agreement, and understand that all company approved transaction coordinators shall remain as independent service providers, and neutral third parties, throughout the term of this agreement.

In consideration for the services to be provided by Transaction Coordinators, Agent agrees to pay the sum of said service upon the close of escrow, which will be deducted from commissions due to Agent at close of escrow. An invoice will be forwarded to the Escrow Holder directly.

The contracting Agent acknowledges that Transaction Coordinators WILL NOT: 1) Handle cash, checks, money orders, nor any form of payments relating to the real estate transaction. 2) Direct Escrow to make any changes to the Escrow Instructions. 3) Accept keys, nor arrange for the delivery of keys. 5) Counsel any parties in the transaction. 6) Attend inspections for agents, or their clients. 7) Complete forms/disclosures that Agent is required to complete (i.e. AVID).

Contracting agent agrees to provide Transaction Coordinators with a complete list of their preferred vendors, to be kept on file. Agent also agrees to provide Transaction Coordinators with all necessary disclosures/documentation, for which the Agent is responsible to complete, per Brokerage requirements (i.e. Agent Visual Inspection, Disclosure of Real Estate Relationships, etc.).

Single Agency \$350.00      Dual Agency \$450.00

**No Cancellation Fees!** Agent, at his/her option, may terminate this agreement by giving written notice directly to assigned Transaction Coordinator. No cancellation fees apply.

*By opening a transaction with company approved a Transaction Coordinator, Agent hereby agrees to these terms & conditions.*