



Transaction Coordinator agreement

Date: _____

Property Street Address: _____

City: _____ State: _____ Zip: _____

Real Estate Broker/Agent: _____

Brokerage Firm: _____

This Transaction Coordinator Agreement ("Agreement") is entered into by and between the Real Estate Broker/Agent ("Broker/Agent") and Tri County Realty Services LLC ("Transaction Coordinator" or "TC") and applies exclusively to the above-referenced property address. The parties agree as follows:

1. Scope of Agreement

This Agreement is specific to the above-referenced property. If the transaction does not close successfully, no fee shall be due to the Transaction Coordinator.

2. Fee and Payment Terms

Upon receipt of a fully executed Residential Contract for Sale and Purchase and a fully executed Transaction Coordinator Agreement, the Transaction Coordinator will perform the services outlined in the attached Document/Task Checklist. The Broker/Agent agrees to pay a fee of \$375.00 to Tri County Realty Services LLC, which shall be due and payable on the date of the successful closing of the property.

3. Broker/Agent Responsibilities

The Broker/Agent shall complete a Transaction Contacts Information Form and return it to the Transaction Coordinator. Upon receipt, the Transaction Coordinator will initiate the file processing.

4. Introduction to Parties

The Transaction Coordinator will send an introductory letter to all relevant parties involved in the transaction to introduce themselves and outline how they will assist the Agent throughout the sale process.

5. Document Distribution

The Transaction Coordinator will forward a copy of the Residential Contract for Sale and Purchase, along with all Addendums, to all relevant parties in the transaction.

6. Communication and Updates

The Transaction Coordinator will keep all parties informed of pertinent dates, deadlines, and the status of file processing as it relates to the contract.

7. Monitoring of Deadlines

The Transaction Coordinator will monitor all dates and deadlines related to the transaction and send timely reminders to all parties. However, it is the ultimate responsibility of the Broker/Agent to ensure compliance with all contractual deadlines.



8. Pre-Closing Checklist

Prior to the closing, the Transaction Coordinator will send all parties a pre-closing items reminder checklist to facilitate a smooth transaction.

9. Post-Closing Documentation

Within 72 hours of a successful closing, the Transaction Coordinator will provide the Broker/Agent with a copy of the dated Document/Task Checklist and any relevant notes for record-keeping purposes.

10. Indemnification and Release

The Broker/Agent agrees to release the Transaction Coordinator, along with its staff, agents, and managers, from any and all liabilities arising from the real estate transaction. Furthermore, the Broker/Agent agrees to indemnify, defend, and hold harmless the Transaction Coordinator from any claims, disputes, litigation, or attorney's fees that may arise in connection with the transaction, including but not limited to:

- Incorrect information supplied by the Broker/Agent to third parties or to the Transaction Coordinator.
- Material facts that third parties failed to disclose to the Transaction Coordinator in a timely manner.

Acknowledgment and Acceptance

By signing below, the parties agree to the terms and conditions outlined in this Agreement.

Tri County Realty Services LLC

Broker/Agent

Signature:

Signature:

Name:

Name:

Date:

Date:
