

Transaction Coordination Agreement

Professional contract-to-close support for real estate professionals

This Transaction Coordination Agreement ("Agreement") is entered into between Palm & Paper ("Transaction Coordinator") and the undersigned real estate professional ("Agent").

Agent/Brokerage: _____

Effective Date: _____ **Transaction Address:** _____

SERVICES INCLUDED

- | | |
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| <ul style="list-style-type: none">• Review the executed contract and addenda for administrative completeness.• Open and organize the transaction file in the designated platform.• Distribute executed documents and introduce transaction parties.• Calendar and monitor contractual dates and deadlines.• Coordinate inspections, appraisal access, title, lender, and closing communications. | <ul style="list-style-type: none">• Prepare routine administrative forms and addenda at the Agent's direction.• Track deposits, financing milestones, title items, and required documents.• Provide status updates and deadline reminders to the Agent.• Coordinate final walk-through and closing logistics.• Maintain an organized, broker-review-ready transaction file through closing. |
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SERVICE SELECTION & FEES

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| ☐ Transaction Coordination \$375 per file | ☐ Dual-Sided Transaction Coordination \$525 per file |
| ☐ Listing Coordination \$125 per listing | ☐ Additional Administrative Support \$40 per hour |

TERMS

- **Payment:** The selected coordination fee is earned for services performed and is due at closing through the title/escrow company when permitted, or by invoice no later than the closing date.
- **Cancellation:** If the transaction is cancelled or terminated before closing, a \$75 cancellation fee is due within seven (7) calendar days. Any separately approved hourly or listing services remain payable.
- **Agent Responsibility:** The Agent remains responsible for brokerage supervision, legal and contractual decisions, negotiations, compliance, document accuracy, and timely approval of all work.
- **Administrative Role:** Palm & Paper is an independent transaction coordination service and does not provide legal, tax, brokerage, inspection, lending, or title advice. Palm & Paper will not negotiate terms or bind any party.
- **Communication:** The Agent will provide complete documents, accurate contacts, prompt instructions, and timely notice of amendments or changes. Palm & Paper may communicate with transaction parties solely for administrative coordination.
- **Term:** This Agreement applies to the transaction identified above and ends at closing, cancellation, or written termination, subject to payment obligations that survive termination.

AUTHORIZATION & ACCEPTANCE

The Agent authorizes Palm & Paper to communicate with transaction parties, access transaction documents, and perform the selected administrative services. By signing, the Agent confirms that the information provided is accurate and agrees to the terms above.

Agent Signature

Printed Name

Date

Brokerage