

CONTRACT AGREEMENT BETWEEN CONTRACTING AGENT & COORDINATED CLOSINGS, LLC - Created 7/2/2024

SECTION 1:

The activities of Coordinated Closings, LLC are strictly confined to those of a transaction coordinator and are not meant to replace or enhance the responsibilities of the Contracting Agent.

**AGENT AGREES TO PERFORM THE FOLLOWING TASKS ON EVERY
TRANSACTION REGISTERED WITH COORDINATED CLOSINGS, LLC:**

- 1. Obtain Buyer, Seller and Agents' signatures on all mandatory contract documents as well as respective broker/office addenda to the contracts on date that the contracts were negotiated. Agent is responsible for all negotiations of any kind.
- 2. Register a listing or sale transaction with complete information with Coordinated Closings, LLC via an intake form on our website by email within 2 days of the date that the listing or sales contract was signed.
- 3. Be aware of, and supply, any mandatory city transfer documents, local, county and/or HOA or condo disclosures to Coordinated Closings123@gmail.com.
- 4. **If you are a new agent please register via the New Agent Registration Link found on our home page. You only need to register once.**
- 5. Alert the Coordinated Closings, LLC Coordinator regarding any escrow amendments that occur during the transaction.
- 6. On the Buyer's side, attend the inspection or any other in person events with the Buyer.
- 7. Negotiate and fully execute the final Request for Repairs with the Buyer and Seller and get signatures.
- 8. Immediately notify Coordinated Closings, LLC Coordinator in the event of a cancellation of listing or sale.
- 9. Agent supplies photographs (when applicable) to Coordinator.
- 10. Attend the closing, if desired.

Coordinated Closings, LLC IS NOT RESPONSIBLE FOR:

- 1. Drawing up contracts or any mandatory contract documents or broker/office addenda to the contracts.
- 2. Supplying any mandatory city transfer documents, local and/or board disclosures
- 3. Preparing, drafting, or otherwise providing disclosures pertaining to businesses affiliated with the Contracting Agent; including, but not limited to businesses providing the following services: escrow services, mortgage lending services, title insurance services, home inspection services, wood destroying pests and eradication services, tax services, and legal services.
- 4. Instructing the escrow holder to draw up amendments.
- 5. Handle the Buyer's escrow deposit check or relay entries to the Broker's trust logbook.

SECTION II:

Coordinated Closings, LLC IS RESPONSIBLE FOR:

- 1. Contact and maintain communications with all parties to the transaction, including but not limited to: the Cooperating Agent, Finance Company, the Escrow holder, and the Buyer and/or Seller.
- 2. Request, receive and retain copies of all documents related to the transaction, including but not limited to: listing agreement, purchase agreement, respective addenda, escrow instructions, preliminary title, mandatory reports, inspections, verifications, executed disclosures and general communications.
- 3. Order the home warranty policy, appraisal, and termite inspections, as appropriate.
- 4. Request, receive and obtain signatures from Buyer/ Seller and Agents on all additional real estate disclosure documents and appropriate waivers with specific instructions by the Agent.
- 5. Alert Contracting Agent of contractual contingency deadlines and follow Agent's instructions regarding follow up action.
- 6. Invoice to and collect payment from the broker for transaction coordination service, and for any additional services ordered on behalf of the transaction within 3 days of closing.
- 7. Electronically and securely archive the complete or canceled transaction file.

SECTION III:

Coordinated Closings, LLC DISCLAIMER:

The guarantee to meet contractual timelines is not in effect if the Contracting Agent fails to perform his/her obligations.

SECTION IV:

When the Contracting Agent registers a transaction with Coordinated Closings, LLC, she/he agrees to indemnify, defend with counsel acceptable to Coordinated Closings, LLC and hold harmless Coordinated Closings, LLC and its employees against and in respect to any and all claims, demands, losses, fines, damages, expenses, obligations, liabilities, recoveries and deficiencies including interest, penalties and reasonable attorney fees that Coordinated Closings, LLC shall incur or suffer that may arise, resulting from or relating to any breach of or failure of Agent to perform any of its obligations in this Agreement or any other party that forwards information on the Coordinated Closings, LLC web site.

The Agent has reviewed and accepts all the above stated terms for each and every transaction they register with Coordinated Closings, LLC.