

Transaction Coordination Services

Fees - All transaction types • Paid at close of escrow • No charge for canceled transactions

Buyer Rep TC Services - \$395

Listing Through Close TC Services - \$495

Single Agent Represents Seller & Buyer TC Services - \$495

TC services can considerably minimize the time-consuming “busy work” of tasks such as document management, hunting down signatures and obtaining information from vendors like lenders AND can reduce technical tool overwhelm. Relax knowing your files are compliant and will be paid on time.

Services Available

- **MLS** – Entry of listings, listing updates and listing documents on agent’s behalf
- **Brokermint** - Input of commission detail, documents, tracking/collection of all required documents
- **DocuSign** – TC account is used to send documents for signature on agent’s behalf
- **Brivity** - Contacts and transactions entered, workflows provide consistent transaction management
 - **Client portal created** – Transaction documents and settlement statement uploaded
 - **Communication** - Built-in emails for standard transaction reminders (like BINSR due date)
 - **SPDS Collection** – TC sends BREEZE fillable online SPDS to sellers
 - **Muscular Moving Men** – email for free box delivery to client with branded BHR flyer
 - **Green Bin** – email for rental moving bins (with discount code)
 - **Homeowner’s Insurance Reminder** - provider recommendations email
 - **Home Warranty Selection Reminder** - provider recommendations email
 - **Utility Set-up Reminder** – with utility contact information for buyers
- Listings – TC orders photos, sign and lockbox installation as requested
- Inspections – TC orders home, termite and any other requested inspections
- Home warranty – TC orders home warranty as dictated by the purchase contract
- Tracking deadlines, documents and providing reminders to agents, lenders and/or escrow
- Backup review of preliminary HUD, verify commission, home warranty, etc.

Agent Duties

- To request TC services, send **EMAIL** to – TCTeam@brokershubrealty.com with these items -
 - **Documents** - All listing or contract documents
 - **Client contact information** - Name, phone number and email address for your client(s)
 - **Property status** - Status of property you’ve listed (vacant or occupied)
 - **Notes** – Information that impacts the transaction, such as “buyer lives out of state”
- **Communication** – CC TCTeam@brokershubrealty.com on transaction communication
- **Negotiations** - Conduct all negotiations for listing agreements, contracts, counteroffers and BINSRs
- Obtain signatures on final walk through, provide keys to buyers and remove lockbox at listings