

Transaction Coordinator Service Agreement

Coastal Closings

This Service Agreement (“Agreement”) is entered into between Coastal Closings (“Transaction Coordinator” or “TC”) and the undersigned real estate licensee (“Agent”) for the ongoing provision of transaction coordination services.

This Agreement may be terminated by either party with written notice. In the event of termination, any transactions currently under contract will be completed by Coastal Closings in accordance with the terms set forth herein, and applicable fees will be due at closing.

The Transaction Coordinator operates as an extension of the real estate team, committed to supporting the transaction process and keeping all parties informed. Status updates will be provided to the Agent via email. If any key dates are modified, the TC will notify all parties involved, and update the calendar accordingly.

This Agreement may be modified upon mutual written consent of both parties to accommodate custom service levels as required by the Agent.

As of January 1, 2026 Coastal Closings business hours are:

Monday - Thursday 9:00am - 6:00pm

Friday 9:00am - 3:00pm

Saturdays 9:00am - 12:00pm based on TC availability

Transaction Coordinator Services and Pricing

Buyer-Side Services – \$400 per transaction

The Transaction Coordinator agrees to perform the following tasks:

- Draft offer in Instanet (during business hours)
- Send offer to listing agent (during business hours)
- Manage counteroffers and coordinate execution (during business hours)
- Review purchase agreement, counteroffers, and all associated documents for compliance
- Upload and maintain all fully executed documents in the compliance system
- Send introduction email to clients (always cc Agent)
- Send ratification notification email to cooperating agent, lender, and title company (cc Agent)
- Create and distribute timeline
- Forward documents to clients for review/approval (as directed by Agent)
- Draft addenda, PICRA forms, etc., using language provided by Agent
- Order appraisal
- Provide updated timelines when deadlines shift, with explanation
- Send utility setup email to clients
- Request and review Closing Disclosure (Agent must provide approval)
- Upload closing documents from title company
- Finalize and archive the file in Agent’s system

If an offer is not ratified, a \$25 transaction fee will be billed to the agent.

If the contract releases during the contingency period, a \$25 transaction fee will be billed to the agent.

If the contract releases after the PICRA period, a \$100 transaction fee will be billed to the agent.

Agent Initials: _____

Listing & Seller-Side Services – \$400 per transaction

The Transaction Coordinator agrees to perform the following tasks:

- Prepare listing documents and send to Agent for review
- After Agent approval, send documents for signature
- Upload listing to MLS, add photos, and make listing live; ensure disclosures are visible
- Upload listing documents to compliance system
- Process listing change forms
- Review and ensure contract and addenda compliance
- Maintain all fully executed documents in compliance system
- Review and Send Ratified Contract (as directed by Agent)
- Update MLS Status as needed
- Send introduction email to clients (cc Agent)
- Send ratification email to cooperating agent, lender, and title company (cc Agent)
- Create and distribute transaction timeline
- Forward documents to clients (as directed by Agent)
- Draft addenda using language provided by Agent
- Request HOA/association documents and leasehold documents (when instructed by Agent); send for approval
- Update timeline as necessary and explain changes
- Request final compliance file approval
- Upload closing documents from title company
- Archive the complete file in Agent's system
- Send client review request email

The following listings will incur an additional \$25 charge:

- North Carolina • Williamsburg MLS

If a listing is to be withdrawn and relisted, a \$25 charge for new paperwork will be billed to the agent.

If the listing is withdrawn or expires without a ratified contract, a \$100 listing coordination fee will be billed to the agent..

Agent Initials: _____

Dual Agency

For files where the Agent represents both the buyer and seller, a bundled coordination fee of \$600 will apply.

Agent Initials: _____

Agent Responsibilities

The Agent agrees to perform or facilitate the following:

- Provide Compliance System Login and Credentials as needed
- Authorize and make payment to REIN for TC to gain MLS Access (\$50 per TC)
- Provide a complete vendor list
- Review all offers, listings, and contract documents for accuracy prior to signing
- Forward fully executed contracts to: clientcare@coastalclosings.net
- Negotiate offers and repairs
- Request EMD
- Schedule and attend inspections, final walk-through, and closing (TC may assist in scheduling, if communicated in advance)
- Review home inspection with buyer and advise TC of repair requests
- Provide PICRA and addenda language to TC
- Copy TC on all relevant transaction communications
- Notify TC when clients are ready to approve documents
- Submit any invoices to be paid through closing to the TC
- Review and approve the Closing Disclosure
- Provide written notice of any additional TC tasks (note: some requests may incur additional fees)

Additional Agent Responsibilities – Sellers:

- Schedule listing photos, sign installation, and inspections
- Coordinate repairs
- Schedule sign removal and lockbox pickup

Agent agrees to hold Coastal Closings harmless for any errors in documents the Agent reviewed and approved before signing.

Agent Initials: _____

Availability

Coastal Closings' standard business hours are Monday through Thursday 9:00 AM to 6:00 PM, Friday 9:00 AM to 3:00 PM (EST). Saturdays are available as needed, 9:00 AM to 12:00 PM. Urgent matters will be addressed as promptly as possible. For routine tasks, a response window of up to two hours may be expected.

For the fastest communication, text (757) 219-2848. Email, clientcare@coastalclosings.net, is also regularly monitored.

Extra Services

Extra services beyond the scope of this Agreement may be requested by the Agent and will be completed by Coastal Closings only as time permits and after obtaining mutual written agreement on the scope of work. These additional services will incur separate charges, including, but not limited to: Instant Template creation (\$25 per agent), Marketing system input for transactions (\$25 per file), and other tasks as agreed upon. These charges will be invoiced directly to the Agent.

Invoices & Payment

Invoices will be submitted to either the settlement company or the Agent, as agreed. Payment is due within three (3) business days of closing. Invoices issued directly to the Agent will be sent via QuickBooks and may be paid by check or direct bank transfer.

By signing below, the Agent affirms they have read, understand, and agree to the terms of this Service Agreement.

Agent Signature:

Date: