



Compliance Coordination Agreement

Service Level 1: Compliance Only

1. Parties

This agreement is entered into between **B's Buzz** ("Company") and _____ ("Agent").

2. Scope of Services

Company agrees to provide Compliance Only Transaction Services, including:

- Uploading and organizing transaction documents through Benchmark Compliance office
- Compliance checklist tracking
- Internal deadline tracking with Agent (inspection, appraisal, closing)
- Notification to Agent of missing or incomplete items
- Final file audit prior to closing
- Standard weekly communication for file status
- Final closing checklist submission day of closing

3. Exclusions

Company does not provide:

- Client communication
- Sending all documents to title and lender
- Scheduling services (inspections, appraisals, etc.)
- Negotiation or legal advice

4. Agent Responsibilities

Agent agrees to:

- Provide completed checklist of documents within 48 hours of getting signatures
- Communicate directly with clients and vendors
- Ensure accuracy of all submitted documents

5. Fees

- Fee per transaction: **\$250**
- Payment due: ☐ At contract ☐ At closing ☐ Other: _____

6. Liability

Company is not responsible for:

- Contract accuracy
- Missed deadlines due to delayed Agent response
- Legal or negotiation matters

7. Termination

Either party may terminate this agreement at any time. Fees apply to work completed.

Agent Signature: _____

Date: _____

B's Buzz: _____

Date: _____