



Transaction Support Agreement

Service Level 2: Transaction Support

1. Parties

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

2. Scope of Services

Company agrees to provide Transaction Support Services, including:

- All level 1 Compliance Only services
- Drafting addenda/documents (Agent verbiage/approval required) within office hours
Monday-Friday 9:00am-5:00pm
- Email and text templates for Agent use
- Light coordination with title and lender (including sending contract over once received from agent)
- Compliance checklist tracking
- Final file audit prior to closing
- Standard weekly communication for file status
- Final closing checklist submission day of closing

3. Client Communication

- Company will not communicate directly with clients
- All communication flows through Agent

4. Exclusions

Company does not provide:

- Direct client communication
- Scheduling services (inspections, appraisals, etc.)
- Negotiation or legal advice

5. Agent Responsibilities

Agent agrees to:

- Communicate with all clients
- Provide completed checklist of documents within 48 hours of getting signatures

- Review and approve all documents before sending
- Respond promptly to Company requests
- Provide Company access to Agent ternet or dotloop

6. Fees

- Fee per transaction: **\$375**
- Payment due: ☐ At contract ☐ At closing ☐ Other: _____

7. Liability

Company is not responsible for:

- Errors due to incomplete information
- Delays caused by Agent, client, or third parties
- Legal or contractual advice

8. Termination

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

9. Agreement

Agent Signature: _____

Date: _____

B's Buzz: _____

Date: _____