



Full Transaction Coordination Agreement

Service Level 3: Full Coordination

1. Parties

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

2. Scope of Services

Company agrees to provide Full Transaction Coordination Services, including:

- All level 2 Transaction Support services
- Direct client communication (For document/compliance purposes only)
- Scheduling inspections, appraisal, and closing
- Coordination with lender, title, and co-op agent
- Deadline management and follow-up
- Status updates to all parties
- Complete transaction oversight
- 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

- Agent must introduce Company via group text or email to client
- Company handles logistics and updates only
- Agent retains responsibility for:
 - Negotiations
 - Pricing decisions
 - Contract terms

4. Exclusions

Company does not provide:

- Negotiation services
- Legal advice
- Decision-making on behalf of Agent

5. Agent Responsibilities

Agent agrees to:

- Introduce Company to clients at the start of the transaction
- Agent to provide all contact information for vendors (lender, inspectors, etc)
- Remain the primary decision-maker
- Respond to critical issues in a timely manner

6. Fees

- Fee per transaction: **\$500**
- Additional fees may apply for:
 - Complex or non-standard transactions
 - Significant contract changes after execution

Payment due: ☐ At contract ☐ At closing ☐ Other: _____

7. Liability

Company is not responsible for:

- Outcomes of negotiations
- Third-party delays (lender, title, etc.)
- Issues arising from incomplete or inaccurate information

8. Termination

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

9. Additional Provision

The company reserves the right to decline working with clients or transactions that do not align with operational capacity or professional standards.

10. Agreement

Agent Signature: _____

Date: _____

B's Buzz: _____

Date: _____