TRANSACTION COORDINATION & ADMINISTRATIVE SERVICES AGREEMENT

PROVIDER: GVM Admin / GVM Admin Anchors
SERVICES: Real Estate Transaction Coordination & Administrative Support Services
JURISDICTION: State of Georgia (GREC Compliant)

1. PARTIES & PURPOSE

This Agreement is entered into between **GVM Admin Anchors** ("Transaction Coordinator" / "TC") and _____ ("Agent"). The purpose of this Agreement is to establish the scope of services, compensation terms, and mutual expectations for administrative and transaction coordination support provided to the Agent.

2. SCOPE OF SERVICES

A. Transaction Coordination Services (Contract-to-Close)-$300 (Flat Rate)-Dual Agency $500 (KW Stockbridge Agents in the PC Program receive a discounted rate)

The Contract-to-Close service begins upon receipt of a fully executed Purchase and Sale Agreement and concludes upon successful closing and file archival. Services include:

1. **Compliance & Broker Approval:**
   - Organizing and uploading all required compliance documents into the Agent's brokerage system (e.g., KW Command, Dotloop, SkySlope).
   - Monitoring brokerage compliance review and ensuring complete file approval prior to closing.
2. **Signature & Document Management:**
   - Preparing, routing, and tracking all necessary amendments, disclosures, and addenda for e-signatures via DocuSign/Dotloop/LoneWolf as directed by the Agent.
   - Securing all missing signatures and initials across all contract documents.
3. **Multi-Party Communication & Liaison:**
   - Acting as the primary administrative co-agent liaison between all transaction parties, including:
     - Co-operating Real Estate Agent / Brokerage
     - Mortgage Lender / Loan Officer
     - Closing Attorney / Settlement Agent
     - The Hiring Agent
4. **Milestone & Timeline Tracking:**
   - Tracking key contractual deadlines (Earnest Money receipt, Due Diligence/Inspection

contingencies, Financing & Appraisal contingencies, Closing Date).
- Requesting and confirming Closing Protection Letters (CPL), Earnest Money wire receipts, title commitments, and Closing Disclosures (CD) / ALTA settlement statements.

B. MLS Listing Services-)-$175(KW Stockbridge Agents in the PC Program get a discounted rate)- Dual Launch (Dual Entry-FMLS & GAMLS): $250

MLS Listing input services include:

- Entering listing details and photos into GAMLS / FMLS per Agent instructions.
- Uploading required listing compliance disclosures and documents into MLS and brokerage compliance portals.
- Invoiced upon listing activation in GAMLS/FMLS, unless otherwise agreed to be paid at closing.

C. Standalone & A La Carte Services

The Provider offers standalone real estate document and administrative services for agents needing targeted assistance outside of full Contract-to-Close transaction coordination:

- **Offer Submittal Service ($200.00):** Complete preparation, formatting, and assembly of purchase offer packages, including the Purchase and Sale Agreement (GAR F501 or equivalent), required exhibits, seller disclosures, and financing addenda. Includes e-signature routing to buyers and official submittal to the listing agent with confirmation of receipt. Invoiced upon delivery and submittal of executed offer package unless otherwise agreed to be paid at closing.

- **Agreement to Amend Contract (ATAC) Service ($125.00):** Professional drafting, formatting, and routing of contract amendments (GAR F701 / ATAC) addressing repairs, price adjustments, closing date extensions, or special stipulations. Includes securing all required e-signatures from all parties and distribution to closing stakeholders. Invoiced upon full execution and routing of amendment unless otherwise agreed to be paid at closing.

- **Comparative Market Analysis (CMA) Service ($75.00):** Detailed property valuation report utilizing FMLS and GAMLS data, analyzing active, pending, and sold comparable listings within the target subject area, including market trend summaries and a professional report layout. Invoiced upon delivery of completed CMA report.

- **Buyer Brokerage Agreement (BBA) Service ($50.00):** Drafting, customizing, and e-signature routing of the Exclusive or Non-Exclusive Buyer Brokerage Engagement Agreement (GAR F101/F107) along with required state disclosures (e.g., Wire Fraud

Disclosure, Protect Yourself When Buying) for client execution. Invoiced upon drafting and routing of Buyer Brokerage Agreement package unless otherwise agreed to be paid at closing.

- **Single Document Prep & Routing Service ($50.00 per Document):** Individual drafting, customization, formatting, and DocuSign/Dotloop/LoneWolf routing for standalone real estate documents, disclosures, or addenda when the Provider is not acting as the active Transaction Coordinator on that specific transaction. Invoiced upon document completion (when Provider is not TC on transaction).

D. Additional Administrative Services ($25.00 / Hour)

Any administrative, marketing, or support services requested by the Agent that fall **outside** of services offered by GVM Admin. Anchors will be billed at an hourly rate of **$25.00 per hour** (billed in 15-minute increments).

Examples of $25/hr. services include, but are not limited to:

- Database management, CRM maintenance, and client setup
- Flyer/brochure creation and social media promotional graphics
- Errand running, open house admin preparation, or property flyer delivery
- Custom transaction tracking setup or specialized administrative projects

3. COMPENSATION & PAYMENT TERMS

1. **Transaction Coordination Fee:** Billed per closed transaction as agreed upon per transaction agreement or closed contract billing schedule. Paid Upfront or directly by the Agent via QuickBooks invoice within 48 hours of closing.
2. **Hourly Services Fee:** Invoiced weekly at **$25.00/hour** for all other tasks. (billed in 15-minute increments). Payment is due within 3 business days of invoice receipt.
3. **Terminated / Unclosed Files:** If a transaction terminates prior to closing, a flat administrative termination fee of $50.00 will apply to cover work completed to date. Payment is due within 3 business days of invoice receipt.
4. **Payment Options (Select One):**

- ☐ **At Closing:** Fee to be paid via invoice through QuickBooks or deducted from Agent's commission via CDA (Commission Disbursement Authorization) if you set this up with your broker.
- ☐ **Upfront Payment:** Fee paid by Agent prior to commencement of services via Invoice through QuickBooks.

Note: *If Agent selects "At Closing," Agent agrees to submit this fee on the CDA and notify their MCA (Market Center Administrator) accordingly or via QuickBooks invoice within 48 hours of closing. Please*

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let TC know at the time of service how you would like to submit payment.

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4. ROLES & RESPONSIBILITIES

- **Agent Responsibilities:** The Agent retains sole responsibility for substantive real estate activities, including price negotiations, giving legal/real estate advice, drafting original contract terms, and client representation in accordance with Georgia Real Estate Commission (GREC) laws. The Agent agrees to forward all fully executed documents to TC in a timely manner.
- **Transaction Coordinator Responsibilities:** TC provides administrative management and compliance support. The TC does not negotiate contract terms, give legal or financial advice, or perform licensed real estate duties prohibited for administrative staff under GREC regulations.

5. INDEPENDENT CONTRACTOR STATUS

GVM Admin Anchors operates as an independent contractor. Nothing in this Agreement shall be construed to create an employer-employee relationship, partnership, or joint venture between the parties.

6. CONFIDENTIALITY & DATA PROTECTION

GVM Admin Anchors agrees to keep all client data, transaction details, and brokerage documents strictly confidential and will not share proprietary information with unauthorized third parties.

7. AGREEMENT & EXECUTION

Agent Signature: _____ **Date:** _____

Agent Printed Name: _____

Brokerage Name: _____

Transaction Coordinator: _____ **Date:** _____

GVM Admin Anchors Representative