

This Agreement is made and entered into on the date of signature below by and between **Ayana Youmans**, Transaction Coordinator, operating under **GVM Realty**, and the undersigned licensed real estate agent (“Agent”) of **Keller Williams Atlanta Partners** (“Brokerage”).

1. Scope of Services

The Transaction Coordinator agrees to perform the following services in coordination with the Agent:

- Ensure all signatures and initials are complete on required documents
- Monitor contingency timelines
- Send Reminders to coordinate inspections, appraisals, and other contractual deadlines
- Maintain constant communication with all parties
- Submit compliance documentation to brokerage
- Prepare the closing file

Services are applicable to residential real estate transactions only, unless otherwise agreed in writing.

2. Service Fees & Payment Terms

The total fee per transaction is:

\$350 (Flat Rate)-Dual Agency \$500

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

3. Non-Closing/Termination Clause

In the event that the transaction does **not close** or is **terminated** for any reason (e.g., client withdrawal, financing denial, inspection issues), the Agent **remains responsible** for 50% payment of the agreed Transaction Coordinator fee.

- **If fee was prepaid**, no refund will be issued.
- **If payment was due at closing**, Agent agrees to remit 50% payment to GVM Realty Services within **7 business days** of contract cancellation. If TC renders services for the

future closing on this same property, the amount paid will be credited to the total fees billed.

4. Independent Contractor Status

Ayana Youmans, acting as a Transaction Coordinator, is an independent contractor and not an employee of Keller Williams Atlanta Partners. Agent understands that all services are rendered on behalf of the Agent, not the Brokerage, and Agent is personally responsible for timely payment of services.

5. Confidentiality

The Transaction Coordinator agrees to maintain confidentiality of all non-public personal information and transaction details, in compliance with real estate and data protection laws.

6. Acknowledgment & Agreement

By signing below, the Agent agrees to the terms outlined above and authorizes GVM Realty to perform Transaction Coordination services on their behalf.

Agent Name: _____
License #: _____
Phone: _____ **Email:** _____
Brokerage: Keller Williams Atlanta Partners
Agent Signature: _____
Date: _____

Transaction Coordinator:

Ayana Youmans
GVM Realty
ayana@gvmrealty.com
Phone: 404.980.5249
Signature: _____
Date: _____