

# Transaction Coordinator

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REeBroker provides a transaction coordinator (TC) service for our agents. There is no requirement to use the Transaction Coordinator, and you may do all the paperwork yourself.

REeBroker's TC Service fees:

\$350 Single Representation Transaction

\$500 Dual Sided Representation Transaction

- Review contracts for accuracy and completion
- Make necessary adjustments or addendums per agent request
- Track deadlines per contract requirements and send reminder to agent
- Prepare/Process required forms, disclosures and reports for Seller and Buyer per agent request
- Order Home Warranty and Hazard Disclosure report per agents request
- Upload all required transaction forms to the REeBroker Web site.
- Prepare the file for the broker's approval. When the file is accepted, send commission demand to escrow officer to ensure payment from escrow

The TC service order form is available at document library/company documents.

The price for a "short sale" and commercial property transaction may vary. Please contact [info@reebroker.com](mailto:info@reebroker.com) for more information about this type of transaction.

You will be able to get your commission check directly from Escrow on the COE date if you work with our Transaction Coordinator to complete your file.