

# Policies & Procedures

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## Communication

My preferred method of communication is email, as it helps keep everything organized and easy to reference. That said, I'm happy to use other methods as needed. Emails received during business hours are typically responded to the same day.

*Note: New files received after 3:00 PM CST will be processed the next business day.*

## Hours of Operation

Standard Hours:

Monday-Friday | 9:00 AM-5:00 PM CST

**Saturday service** (by request): \$30/hour, 1-hour minimum.

*Occasionally, urgent situations arise that require attention outside of standard business hours. Saturday service is available **by prior arrangement** for tasks such as meeting contract deadlines, preparing urgent documents, or handling time-sensitive communications. Availability is case-by-case basis and subject to scheduling confirmation.*

## Transaction Fees

Contract-to-Close Services:

- Buyer or Seller Side: **\$375**
- Dual Sides: **\$475**
- All-Cash Transactions: **\$300**
- All-Cash Dual Sides: **\$400**

Pre-Listing Coordination: **\$200** Per Listing

*Additional Services not listed herein may be available upon request.*

## Billing and Payment

- Contract-to-Close services are paid at closing.
- Pre-Listing Coordination and any additional services are invoiced separately and due within 10 days of service.

## Confidentiality

Your trust matters. All your business information, files, and communications remain strictly confidential. I never share your data with third parties—ever.

# TRANSACTION COORDINATION SERVICE AGREEMENT

This Independent Service Provider Agreement is entered into between Seabreeze Signings LLC (hereafter referred to as the "TC") and the Real Estate Agent, Realtor, or Broker (hereafter referred to as the "Contracting Agent").

TC provides administrative coordination services only and does not act as a broker or offer legal advice. Communication with clients will be solely for obtaining signatures or sending transaction updates on behalf of the Contracting Agent.

## 1. Services Provided

The TC agrees to perform the following Contract-to-Close Services as part of the base package:

- Create and manage the transaction file using TC's management system
- Enter key contract dates and provide dashboard access upon request
- Verify contract completeness, signatures, and broker details; request corrections as needed
- Assist with compliance documentation and submit under-contract files within 48 hours
- Create compliance files in the Contracting Agent's designated system
- Send intro emails to clients, title company, and lender with all relevant documents
- Track earnest money, coordinate inspections and vendor orders as requested
- Assist with repair coordination upon request
- Monitor loan, appraisal, and HOA document timelines
- Ensure amendments are communicated to all parties and update deadlines accordingly
- Prepare closing details and confirm closing has occurred
- Deliver completed compliance file within 7 days post-closing

### Pre-Listing Coordination Services (Optional)

- Write and upload MLS remarks and organize photos
- Design and send postcards, flyers, brochures, and email/social campaigns
- Prepare Cost-to-Own sheets and upload disclosures
- Request documents from HOA and rental companies as permitted

## 2. Additional Services

Additional services beyond the scope of standard transaction coordination may be available upon request. Any such services will be discussed in advance, and fees will be determined based on the nature and complexity of the request.

### 3. Fee Schedule & Payment Terms

- Contract-to-Close (Buyer or Seller side): \$375
- Dual Transaction: \$475
- All-Cash Transaction: \$300
- All-Cash Dual Transaction: \$400
- Pre-Listing Coordination: \$200

Pre-listing and additional services are invoiced separately and are due within 10 days of service.

Payment for Contract-to-Close Services is due at closing through Escrow. If a transaction is cancelled, no fee is owed.

### 4. Termination

Either party may terminate this agreement with written notice in case of a material breach. Upon termination, TC will return all files within five (5) business days.

### 5. Contracting Agent Responsibilities

- Ensure all transactions comply with state and brokerage regulations
- Provide executed contract and required broker documents within one day
- Provide list of preferred vendors for inspections, surveys, contractor for repairs etc.
- Inform clients of TC's involvement
- Notify TC of any escrow amendments, cancellations, or key updates
- Review escrow instructions, reports, and perform agent visual inspections
- Negotiate repairs and provide required documentation
- Coordinate with lenders, inspectors, and other vendors as needed
- Complete final walk-through and provide compliance access credentials

### 6. Confidentiality & Data Security

All information shared between parties will remain confidential. TC agrees to implement reasonable data protection measures in accordance with privacy laws.

### 7. Limitation of Liability

#### 7.1 Standard of Care

Seabreeze Signings (TC) agrees to perform all services with reasonable care and skill, consistent with industry standards for transaction coordination.

#### 7.2 Limitation of Liability

In the event of any claim or issue arising from services provided, TC’s total liability will not exceed the amount paid by the Contracting Agent for that specific transaction. TC is not responsible for any indirect, incidental, or special damages.

7.3 Indemnification

The Contracting Agent agrees to protect and hold harmless Seabreeze Signings from any claims, damages, or legal costs (including reasonable attorney’s fees) resulting from: (a) a breach of this agreement by the Contracting Agent; (b) negligence or misconduct by the Contracting Agent; or (c) inaccurate or incomplete information provided to TC.

Do you have questions?

I’m happy to discuss the details and help you decide what works best for your business. I always aim to provide reliable, fair, professional support from contract to close.

8. Signatures

IN WITNESS WHEREOF, the parties agree to the terms outlined above.

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

TRANSACTION COORDINATOR:

Signature \_\_\_\_\_  
Printed Name      Robin Maynard  
Title                Transaction Coordinator  
Date                \_\_\_\_\_

CONTRACTING AGENT:

Signature                \_\_\_\_\_  
Printed Name  
Title/License Number \_\_\_\_\_  
Date                      \_\_\_\_\_