



**Transaction Coordinating Agreement**

KingWest Transaction Services (KWTS) has received a Purchase/Listing Contract from:

\_\_\_\_\_/\_\_\_\_\_  
Realtor/Agent Broker Name

for the property located on: \_\_\_\_\_

Whereas \_\_\_\_\_ represents the buyer/seller.  
Realtor/Agent

KWTS enters into this agreement, and shall remain throughout the term of the agreement, as an independent service provider.

In consideration for the services (see attachment #1) to be performed by KWTS, Agent agrees to pay the sum of Four Hundred Twenty Five dollars (\$425.00) per single-sided transaction. In the case of a dual agency where the Agent represents both sides of the transaction, Agent agrees to pay the sum of Six Hundred Fifty dollars (\$650.00). If subject property is a Multi-Unit, the agent agrees to pay \$ \_\_\_\_\_ for this service.

Upon closing, escrow is authorized to deduct payment for services performed by KingWest Transaction Services from the agent/broker commission, unless a different account is authorized.

**Payable and mail to:**

KingWest Transaction Services  
13081 Poway Road  
Poway, CA 92064

\*Personal Checks are due no later than 3 days after close of escrow.

This agreement serves as an authorization for escrow to pay KingWest Transaction Services upon close of escrow. KWTS will send an invoice to the escrow company listed below on behalf of the agent, however, agent signing this agreement is responsible for payment of services in the event escrow does not send payment.

Escrow Company: \_\_\_\_\_ Escrow Number: \_\_\_\_\_

Escrow Officer: \_\_\_\_\_ Escrow Phone #: \_\_\_\_\_

Escrow Address: \_\_\_\_\_

File received on: \_\_\_\_\_ KWTS File No. \_\_\_\_\_

\_\_\_\_\_  
Realtor/Agent Signature

\_\_\_\_\_  
KingWest Transaction Representative

# Transaction Coordinating Agreement

## Attachment #1

### Specific Services

KWTS agrees to:

- Open escrow per agent's request.
- Track deadlines per contract requirements.
- Deliver Broker required forms to client(s) for signatures
- Order Home Warranty and Hazard Disclosure Reports.
- Broker notification of agent's transactions.
- Schedule inspections, per agent's request (ie., termite, property and other required inspections).
- Schedule required repairs, per agent request and ensure invoices are forwarded to escrow.
- Communicate with Escrow.
- Communicate with the lender.
- Communicate with the agent on other side of transaction or their Transaction Coordinator.
- Receive all transaction related documents and ensure all signatures have been obtained.
- Communicate with contracting Agent on file status.
- Deliver completed transaction file to agent's broker.

The contracting Agent acknowledges that KWTS **will not:**

- Handle cash, checks, money orders, nor any form of payments relating to the real estate transaction.
- Direct escrow to make changes in the escrow instructions.
- Accept keys nor arrange for key delivery.
- Accept any For Sale By Owner transactions.
- Does not counsel any parties in the transaction.
- Attend inspections for agents

Contracting agent agrees to provide KWTS a full and complete checklist of documents required by his/her broker and any other broker procedures mandated from their agents to complete the broker's transaction file.

Agent may be responsible for additional costs and expenses incidental to the performance of services by KWTS, including but not limited to, costs of document deliveries performed by courier services, and special requests by Agent.

**NO CANCELLATION FEES APPLY**

**IN THE EVENT THAT ESCROW FOR A TRANSACTION DOES NOT CLOSE, OR ESCROW IS FORMALLY CANCELLED IN WRITING BY BOTH SIDES, NO COMPENSATION IS DUE KWTS BY AGENT.**

Agt. Initials: \_\_\_\_\_