



# About Your New Contract with Lonestar TC Services

At Lone Star TC Services, professionalism and clarity are our top priorities. To ensure a smooth working relationship, all clients are required to sign a Transaction Coordinator Service Agreement before services begin.

## **This contract outlines:**

- ✓ Scope of Services – What’s included in your transaction coordination package.
- ✓ Payment Terms – Fees, payment schedules, and cancellation policies.
- ✓ Responsibilities – Expectations for both the agent and TC to ensure seamless transactions.
- ✓ Confidentiality & Compliance – Protection of sensitive information and adherence to real estate regulations.

By signing this agreement, both parties can move forward with confidence, knowing the transaction process will be handled efficiently and professionally.

*Fabrina Palma*





# Transaction Coordinator Service Agreement

This Transaction Coordinator Service Agreement ("Agreement") is made and entered into on this \_\_\_ day of \_\_\_\_\_, 20, by and between:

Lone Star TC Services ("Transaction Coordinator"), and  
[Client Name] ("Real Estate Agent/Broker"), with a principal place of business at [Agent's Business Address].

## 1. Scope of Services

Transaction Coordinator agrees to provide the following services to the Client:

- Contract-to-Close Coordination
- Compliance review of documents
- Deadline tracking and reminders
- Communication with lenders, title companies, and other parties
- Document collection and submission to brokerage
- Scheduling of inspections and appointments (if applicable)
- Post-closing file management

## 2. Pricing & Payment

The Client agrees to compensate Transaction Coordinator as follows:

Flat-Fee Per Transaction:

Basic Package: \$\_\_\_\_\_ per transaction

Premium Package: \$\_\_\_\_\_ per transaction

VIP Package: \$\_\_\_\_\_ per transaction

*Additional services may be provided upon request and at additional cost.*



**A La Carte Services:**

MLS Listing Input: \$\_\_\_\_\_

Rush Fee (closing in under 21 days): \$\_\_\_\_\_

Retainer Option (For High-Volume Agents): \$\_\_\_\_\_ per month

Payment is due at closing via escrow. If the transaction does not close, a cancellation fee of \$\_\_\_\_\_ applies.

**3. Responsibilities of Client**

Client agrees to:

Provide all necessary documentation in a timely manner.

Maintain compliance with all state and brokerage regulations.

Communicate promptly with Transaction Coordinator regarding file updates.

**4. Confidentiality**

Both parties agree that any confidential information exchanged will remain private and will not be disclosed to third parties.

**5. Liability Disclaimer**

*Transaction Coordinator is not a licensed real estate agent and does not provide legal or brokerage advice. The Client assumes full responsibility for ensuring all contracts and transactions comply with state laws.*

**6. Termination**

Either party may terminate this Agreement with written notice. If terminated before closing, the Client will be responsible for a prorated service fee.

**7. Governing Law**

This Agreement shall be governed by the laws of the State of Texas.

**8. Agreement Acknowledgment**

By signing below, both parties acknowledge and agree to the terms of this Agreement.

Transaction Coordinator:

Signature: \_\_\_\_\_

Name: Lone Star TC Services

Date: \_\_\_\_\_

Real Estate Agent/Broker:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_