



REAL ON RISE INTERNATIONAL REALTY INC. LIC. REAL ESTATE BROKERAGE

TRANSACTION COORDINATOR SERVICE AGREEMENT

This Agreement is made and entered into on this ____ day of _____, 20, by and between:

Client (Broker/Agent):

Name: _____

Brokerage Name: _____

Address: _____

Email: _____

Phone: _____

AND

Real on Rise International Realty Inc.

A Florida Corporation

Providing Transaction Coordination Services

Address: 6701 NW 169 Street B206 Hialeah, FL 33015

Email: AlexFernandezJr@realonrise.com

Phone: 786 487 7054

("Transaction Coordinator" or "Service Provider")

PURPOSE

This Agreement outlines the terms under which Real on Rise International Realty Inc. will provide transaction coordination services for the Client's real estate transactions.

SCOPE OF SERVICES

The Transaction Coordinator (TC) agrees to perform the following tasks per transaction (purchase, sale, or lease):

- Open and manage the transaction file
- Create and distribute required disclosures
- Track deadlines and contingencies (inspection, financing, etc.)
- Communicate with buyer/seller agents, escrow/title, lenders, and clients
- Ensure all compliance paperwork is completed and submitted
- Coordinate closing logistics and final walkthrough reminders
- Submit documents to client's brokerage for compliance review
- Maintain communication logs and updates

Additional or custom services may be negotiated in writing prior to engagement.



COMPENSATION

- Client agrees to pay the Transaction Coordinator as follows:
- Fee Per Closed Transaction: \$_____
- Cancellation Fee (if applicable): \$_____
- Payment Method: [e.g., ACH, PayPal, Check]
- Payment Due: Within ____ business days after closing or upon invoice issuance.

Note: If the transaction does not close, and the file was already active for more than 7 days, a cancellation fee may apply.

INDEPENDENT CONTRACTOR RELATIONSHIP

The Transaction Coordinator is an independent contractor and is not an employee, partner, or agent of the Client. Real on Rise International Realty Inc. is responsible for its own business operations, taxes, licenses, and insurance.

CONFIDENTIALITY

Real on Rise International Realty Inc. agrees to maintain the confidentiality of all client, transaction, and proprietary information obtained during the course of service.

COMPLIANCE

The Client acknowledges that the TC is not a licensed agent of the Client's brokerage and does not perform any duties that require licensure unless agreed upon and compliant with local real estate laws.

TERM & TERMINATION

This agreement is effective as of the date signed and remains in effect until terminated by either party with ____ days' written notice. Any transactions already in process at time of termination shall be completed per the original terms.

LIABILITY

Real on Rise International Realty Inc. shall not be held liable for delays, missed deadlines, or errors caused by third parties, agents, or clients. Client agrees to hold the TC harmless from any liability arising from actions outside the Transaction Coordinator's control.



GOVERNING LAW

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

ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties. Any modifications must be made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties agree to the above terms:

Client (Broker/Agent):

Signature: _____

Name: _____

Date: _____

Real on Rise International Realty Inc.

By: _____

Name: _____

Title: Broker/Owner

Date: _____

NOTE:

All services are administrative in nature. Real on Rise International Realty Inc. does not provide legal advice, negotiate contracts, or act as a licensed agent of record unless otherwise disclosed and agreed upon.



BUYER-SIDE TRANSACTION SERVICES

For each buyer-side transaction, Real on Rise International Realty Inc. will perform the following tasks:

PRE CONTRACT EXECUTION

- Assist in preparing or reviewing offer documents (if requested)
- Coordinate offer submission with listing agent (optional if applicable)

UPON CONTRACT EXECUTION

- Open escrow or title file
- Send fully executed contract to escrow/title and lender
- Send contract and timeline summary to buyer and buyer's agent
- Prepare and send disclosure package to buyer for e-signature
- Track buyer's escrow deposit and confirm receipt
- Coordinate with lender for appraisal and loan process updates

THROUGHOUT TRANSACTION

- Monitor contract deadlines (inspection, financing, loan commitment, etc.)
- Send deadline reminders to agent and buyer
- Request and track completion of disclosures, addenda, and repairs
- Communicate with listing agent, lender, and title/escrow for status updates
- Maintain complete digital transaction file

PRE CLOSING

- Coordinate final walkthrough
- Confirm title/lender documents are ready
- Ensure buyer receives ALTA/CD (Closing Disclosure) on time
- Confirm commission instructions and closing logistics

POST CLOSING

- Ensure all documents are fully signed and archived
- Submit full file to client's brokerage for compliance
- Close out transaction in client CRM or system (if applicable)

NOTE:

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SELLER-SIDE TRANSACTION SERVICES

For each seller-side transaction, Real on Rise International Realty Inc. will perform the following tasks:

PRE-LISTING (Optional / Add-on Services)

- Create listing file
- Send listing agreement, disclosures, and other forms for e-signature
- Upload listing to MLS (if authorized and applicable)

UPON CONTRACT EXECUTION

- Open escrow or title file
- Send executed contract to escrow/title and seller
- Send contract and timeline summary to seller and listing agent
- Prepare and send buyer-requested disclosures and any other required forms
- Track buyer's escrow deposit and confirm receipt

THROUGHOUT TRANSACTION

- Monitor contingency periods (inspection, appraisal, loan approval, etc.)
- Coordinate and schedule inspections if requested
- Receive and track repair requests
- Maintain communication with buyer's agent, title, and escrow
- Ensure seller signs all addenda and required documents

PRE CLOSING

- Ensure settlement statement is reviewed and approved
- Confirm repairs, walkthroughs, and move-out details
- Coordinate final document signing (e.g., deed, affidavit)

POST CLOSING

- Confirm disbursement of funds
- Submit full transaction file to client's brokerage
- Close out file in transaction system or CRM (if applicable)

NOTE:

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