

True North Transaction Management
Service Agreement

This Agreement is entered into between _____ (Agent) and True North Transaction Management on this day, _____.

The True North Transaction Manager (TM) agrees to exercise due diligence to complete the responsibilities listed on the following. TM acknowledges that transactional paperwork are typically time-sensitive and will endeavor to accomplish and submit these items within the required timelines. All personal information acquired from the Agent to complete the services will be kept strictly confidential and not be released to parties outside of the transaction without Agent consent. This includes, but is not limited to, the Agent's login credentials and client information.

The cost for TM services is per transaction and are as follows:

- Audit Compliance - \$200.00
- All-Inclusive Program - \$300.00
- Dual Party Add On - \$100.00
- MLS Listing add On \$350.00

Full amount is payable within three (3) business days of the close of escrow. True North TM does not provide services for short sales. A \$25 late fee will be applied every 2 weeks until paid in full.

PLEASE NOTE: NO Fee is charged if the transaction does not close for any reason.

Upon execution of this agreement, the Agent agrees to release the TM from any and all liabilities that may arise by virtue of the transaction. Agent further agrees to indemnify, defend, and hold the TM harmless from all claims, disputes, litigation, judgments, and attorney fees that may arise in connection with the transaction and also from any incorrect information supplied by third parties to the TM, or from any material facts that third parties maintain but fail to disclose. Agent agrees to abide by any and all state and federal laws as applicable and that s/he is duly licensed by the appropriate entities.

The TM reserves the right to amend this Agreement. In the event an amendment occurs, the Agent will be required to complete the new Agreement before the TM will begin work on any new transactions. Those transactions currently under an existing agreement will not be affected.

Audit Compliance Program Responsibilities

- Within 48 hours. of signed agreement and receipt of required contract docs, the TM will send an intro email to all parties notifying them of the TM name, phone number, email and affiliation with the Agent.
 - Complete the Processing Sheet using the contract information. Will also contact co-op agent, title and closing companies, and lender to obtain name, company, email, and phone numbers.
 - Review and ensure all required documents are in dotloop or preferred site and organized.
 - Will review, and work to get all required signatures and initials on all documents. After two unsuccessful contact attempts via email with clients and co-op agent, TM will request Agent to reach out as well.
 - Once all required signatures are obtained, TM will submit processing sheet and all documents to Agent's admin for auditing.
 - Once audit is completed by Agent's admin, any outstanding items or items requiring correction will be worked by the TM for re-submittal.
 - Once audit requirements are met, the TM will submit the pending audit form with all the corrected items.
 - Once a COMPLETED AUDIT is received, TM will ensure it was sent to accounting and place in Agents Dotloop or preferred site and label it COMPLETED AUDIT.
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