

Transaction Management Agreement

This Agreement is made between Contracts2Closings, LLC ("Company"), and _____ ("Client"), on this _____ day of _____, 20____. This Agreement shall not render the Company an employee, partner, agent of, or joint venturer with the Client for any purpose. The Company is and will remain an independent contractor in their relationship to the Client. At no time will the Company assume any of the duties, or responsibilities, that belong to the Client, or a licensed assistant.

Company and Client agree on the following: Listing Management (For up to a 12 month listing period**)**

Company responsibilities include:

- Send Agent listing documents
- Start on-line transaction platform
- Receive Property Photographs
- Receive Property highlights/descriptions
- Input Property Information into MLS
- Order Yard sign (installation charges apply)
- Verify all parties contact information
- Invite all parties to on-line transaction platform
- Add transaction documents to on-line transaction platform
- Add listing to agent website
- Coordinate/Create virtual tour from photos (additional charges apply)
- Place virtual tour on agent website
- Place virtual tour on MLS broker reciprocity
- Place virtual tour link in on-line transaction platform
- Record ad tracker (additional charges apply)
- Complete Realtor.com showcase
- Add listing to agent-approved listing portals (5 maximum)
- Create/send virtual flyer for approval
- Upload approved flyer to on-line transaction platform
- Email blast approved virtual flyer to area top agents (50 maximum)
- Order/Send just listed postcards (25 maximum; postage charges apply)

Client responsibilities include:

- One-time initial fee of \$150.00*
- \$195.00 listing fee**
- Introduction to Team members and client
- Follow-up phone call with client after invitation to online platform.
- Provide a copy of the signed listing documents
- Provide a copy of Property Photographs
- Receive/review all communication.
- Direct attorney, lender, and client calls to us.
- Lockbox Installation
- Notify us of any personally handled items/processes.
- Follow-up with client regularly

* Account setup fee

** Per Transaction Charge

****Fees are non-refundable****

Arbitration:

If a dispute or controversy arising under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Prince George's County, Maryland in accordance with the rules of the American Arbitration Association, and the judgment upon award may be entered in any court having jurisdiction thereof. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties.

If it proves impossible to arrive at a mutually satisfactory solution through mediation, the parties agree to submit the dispute to a mutually agreed-upon arbitrator in Prince George's County, Maryland. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction to do so. Costs of arbitration, including attorney fees, will be allocated by the arbitrator.

Termination of Agreement:

The Company or the Agent may terminate this Agreement at any time by 10 working days' written notice to the other party.

Governing Law:

This agreement shall take effect as a sealed instrument and shall be construed, governed and enforced in accordance with the laws of the State of Maryland, without regards to its conflicts of law provisions.

Entire Agreement:

This agreement constitutes the entire agreement between the Company and the Agent hereto with respect to the subject matter hereof and supersedes all prior agreements, understandings and negotiations, both written and oral, between the parties with respect to the subject matter of this agreement.

Severability:

If any provision of this agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, the other sections shall be enforced to the maximum extent permitted by law.

Amendment; Waiver:

No amendment or waiver by any holder shall be binding unless in writing; and any waiver on any one occasion shall not be a waiver for any other or future occasion.

Descriptive Headings and Language:

The descriptive headings used herein are for convenience of reference only and they are not intended to have any affect whatsoever in determining the rights or obligations under this Agreement.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

Contracts2Closings, LLC

Signature Contracts2Closings, LLC:

Jesse L. Marks III

Typed or Printed Name

Managing Member

Title

Signature [Client]:

Taxpayer ID Number: _____

Typed or Printed Name

Title

Date

Date