

# *TeamOne*

*Transaction Services Company*

## TEAMONE REAL ESTATE TRANSACTION SERVICES SERVICE AGREEMENT

Licensed Real Estate Agent on behalf of their client (owner of record – ‘seller’, or purchaser – ‘buyer’) or owner selling real property with a licensed agent, for the purposes of this contract hereafter referred to as ‘Client’ shall accept all terms of this service agreement in accordance with the statutory requirement of applicable civil codes and (BRE) Bureau of Real Estate guidelines. Client shall be responsible for cooperating with TeamOne staff to facilitate our process in providing timely follow up to ensure that the completed file is compliant with BRE regulations.

### AGENCY

TeamOne accepts the concept of dual agency and has fiduciary duties and responsibilities to not only the Client but the party they represent as well as the cooperating broker; however, the primary contractual obligation is to the party of this service agreement.

Under the policies, procedure and company protocol, TeamOne staff is required to provide timely, courteous, customer friendly service to all parties to the transaction. Any unbusinesslike conduct in any form of communication is not tolerated and TeamOne reserves the right to cancel this agreement if rude verbal abuse by any party to the transaction is conducted at any time during the transaction.

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## FEES

Client is responsible for all cost associated with the closed file regardless of whether the buyer or seller agree to satisfy the fees.

1. Buyer or Seller-side(residential): Buyer or Seller-side (commercial) \$475 2. Buyer- and Seller combined: \$650 3. Transaction Entry Fee: \$50 4. For Sale By Owner, Seller side: \$850 – 50% due at start of transaction 5. For Sale By Owner, Buyer-side: \$850 – can only be ordered when TeamOne manages the Seller-side of the transaction 6. File Review: \$250 7. Cancellation of Listing: No charge. 9. Archive Recall and Reprint of File: \$75.

Client agrees to pay final invoice or have paid through escrow the sum of \$375.00 as referred to in the fee schedule listed in this agreement for the services on the following transaction initiated by fully executed Purchase agreement dated \_\_\_\_ \_\_\_\_ \_\_\_\_\_ for the property located at \_\_\_\_\_

The final invoice shall be submitted to Client within 48 or less from confirmation of recorded title on the property and the official close of escrow.

Any additional services shall be approved by and charged to the Client up to and including the cancellation of escrow associated with the Client and the opening of subsequent escrow. The cost of each additional file shall be \$100.00 due and payable upon opening a new escrow and within 48 hours of Client's request to open escrow. Client is also responsible for any other relevant services relating to transaction including courier or notary charges.

Client is required to provide all documentation necessary to organize the transaction file in a timely manner and failure to do so within 48 hours of request by TeamOne staff shall be considered a breach of this contract and we reserve the right to cancel this agreement for said breach.

Client agrees to pay the sum of \$175 in the event for any reason the contract is cancelled or terminated by either party. The Cancellation fee is due and payable within (5) five business days of said termination.

Completed transaction file will be delivered upon receipt of payment from escrow or the client.

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Payment shall only be accepted in the form of certified funds only. No personal checks will be accepted.

Any unpaid invoice is subject to a late charge of \$65 if invoice is unsatisfied 21 days after closing or contract is terminated. TeamOne shall dispose of any file where the Client has failed to satisfy the outstanding invoice(s) within 90 days of closing. TeamOne reserves the right to forward record of any unpaid balances to a collection agency to active pursue of unpaid amounts.

Client agrees to all terms of the agreement

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date