



PLATINUM TRANSACTION SERVICES

CONTRACT AGREEMENT BETWEEN CONTRACTING AGENT & PLATINUM TRANSACTION SERVICES

SECTION 1: TERMS OF PLATINUM TRANSACTION

SERVICES The Real Estate Agent becomes the Contracting Agent (“Agent”) when he or she registers a New Listing, and/or an Executed Contract with Platinum Transaction Services on line at platinumts.com or by e-mail platinumtsc21@gmail.com.

The scope of activities of PLATINUM TRANSACTION SERVICES are expressly limited to those of a transaction coordinator, and are not intended to supplant, replace, or otherwise augment the duties of the Agent. PLATINUM TRANSACTION SERVICES guarantee for accurate contractual timeline follow up and compliant file at the close of escrow is in effect if and only if the Agent performs his or her obligations in the transaction.

- 1. THE AGENT IS OBLIGATED AND AGREES TO PERFORM THE FOLLOWING TASKS ON EVERY TRANSACTION REGISTERED WITH PLATINUM TRANSACTION SERVICES:**
2. If you are new agent please fill out and execute this contract, along with the password and information form. Email all documentation to platinumtsc21@gmail.com
3. Notify your client that Platinum Transaction Services will be handling the contract to close process.
4. Email the fully executed contract, listing or buyer agreement, and initial disclosures to platinumtsc21@gmail.com. (Unless contracted agent opted for Listing Package, the coordinator will handle initial paperwork. Please make sure to submit the contact

information form with every contract or listing submitted.) This form can be found on the Agent Resources Tab at platinumts.com

5. On the Buyer's Side- Notify Coordinator of any inspection dates and times, occupancy dates (if applicable), and/or appraisal dates.
6. Negotiate and fully execute the final Request for Repairs with the Buyer and Seller. Coordinator will handle paperwork depending on service package the contracted agent registered for.
7. Immediately notify Platinum Transaction Services in the event of a termination of listing or sale.
8. Timely communicate any items needed throughout the contract to close class.

THE AGENT AUTHORIZES AND AGREES THAT PLATINUM TRANSACTION SERVICES WILL BE RESPONSIBLE TO:
PLATINUM PACKAGE ONLY

1. Notify all parties that we are the main point of contact throughout the entire transaction
2. Review all documents pertaining to the transaction to ensure they are executed correctly and handled in a timely manner
3. Create a paperless file: Upload all documents and make notes
4. Communicate with all parties regarding deadlines to include but not limited too all inspections, appraisal, walk through's, and/or repairs.
5. Maintain consistent contact with all parties involved to include lender, co-op agent, closing agency, and of course the client
6. Communicate with the client on closing day and times, documents needed, and any other outstanding items that need to be addressed.
7. Prepare amendments, addendums, repair proposals/ amendments, etc... as necessary throughout the transaction
8. Review the settlement statement and ensure invoices are allocated and commissions are correct.

THE CONTRACTING AGENT AUTHORIZES AND AGREES THAT PLATINUM TRANSACTION SERVICES WILL BE RESPONSIBLE TO: BASIC PACKAGE

1. Notify all parties that we are the main point of contact throughout the entire transaction
2. Review all documents pertaining to the transaction to ensure they are executed correctly and in a timely manner
3. Create a paperless file: Upload all documents, make notes and remind agent of deadlines
4. Remind Agent of all impending deadlines, check with lender on updates, and coordinate closing.
5. Agent will be responsible for doing own paperwork

THE CONTRACTING AGENT AUTHORIZES AND AGREES THAT PLATINUM TRANSACTION SERVICES WILL BE RESPONSIBLE TO: LISTING PACKAGE

1. Complete Listing Paperwork and obtain signatures
2. Pull Restrictions and HOA Information
3. Input in the MLS (Agent to review prior to going active)
4. Create a Paperless file and upload all necessary documents

THE CONTRACTING AGENT ACKNOWLEDGES AND AGREES THAT PLATINUM TRANSACTION SERVICES IS NOT RESPONSIBLE TO:

1. Attend home inspections or any walk throughs.
2. Handle or Disburse Earnest Money Check
3. Put up or take down signs and lockboxes.
4. Instruct the Title Company to draw up any Escrow Amendments.
5. Advise your client, negotiate on your client's behalf, and explain documents to your client.

SECTION II: PLATINUM TRANSACTION SERVICE FEES: Platinum Transaction Services fee begins on the date that the transaction is submitted to platinumtsc21@gmail.com. **Payment of the service fee is contingent on a successful closing of the transaction.** The Platinum Transaction Services fee is invoiced and submitted to CENTURY 21 Platinum Properties to be deducted from Agent's gross commission check.

Platinum Transaction Services Packages and Misc. Fees

1. Platinum Package: \$350
2. Basic Package: \$225
3. Listing Package: \$100
4. Fallen Through File: If the file falls through after the inspection period, there will be a \$75.00-\$100.00 fee added to your account. If the file falls through within the first 10 days, there will be no charge.
5. Create Builder Spreadsheets for you to easily navigate your inventory: \$50
6. Training your Assistant or TC: COMING SOON!

THE AGENT IS RESPONSIBLE FOR ALL PLATINUM TRANSACTION SERVICES FEES and any additional expenses incurred on behalf of the transaction including but not limited to overnight deliveries and notary service.

DELINQUENT FEES: All unpaid fees that were not deducted from your commission check will be due by the last Friday of each month. Any delinquent invoices will be subject to a \$30 late fee after 30 days.

SECTION III: PLATINUM TRANSACTION SERVICES

DISCLAIMER: The Platinum Transaction Services Coordinators guarantee to meet contractual timelines is not in effect if the Agent fails to perform his/her obligations. Platinum Transaction Services guarantee to deliver a compliant file at the close of escrow is not in

effect if the Agent demands delivery of a paid file that she/he is aware is incomplete and/or not compliant.

SECTION IV: PLATINUM TRANSACTION SERVICES HOLD

HARMLESS: When the Agent submits a transaction with Platinum Transaction Services she/he agrees to indemnify, defend with counsel acceptable to Platinum Transaction Services, hold harmless Platinum Transaction Services, and its contractors against and in respect to any and all claims, demands, losses, fines, damages, expenses, obligations, liabilities, recoveries and deficiencies including interest, penalties and reasonable attorney fees that Platinum Transaction Services, shall incur or suffer that may arise, resulting from or relating to any breach of or failure of Agent to perform any of its obligations in this Agreement or any other party that forwards information on the Platinum Transaction Services web site.

The Agent has reviewed and accepts all the above stated terms for each and every transaction s/he registers with PLATINUM TRANSACTION SERVICES, Coordinators.

Contracting Agent and Date

Platinum Transaction Services Representative and Date