



MK+Co Transaction Management provides behind the scenes transaction support for real estate agents and teams. Led by a licensed Texas real estate broker, MK+Co focuses on keeping transactions organized, compliant, and moving forward smoothly, so agents can focus on clients and closing deals.

From contracts to closing, every file, deadline, and document is handled with care, keeping it REAL, where details matter.

TRANSACTION MANAGEMENT SERVICES MENU

Listing Management Services | Fee: \$125

Listing Management Services provide administrative and marketing support from pre listing through listing termination or closing.

Services may include:

- Preparation of listing agreement packet
- Collection and organization of seller documents including survey, notarized T 47, seller disclosures, community documents, and MLS supplements
- Scheduling and coordination of photography and media using Client selected vendors
- Creation and coordination of full color property brochures when requested, including printer coordination using Client selected vendors
- Coordination of sign, lockbox, and brochure box installation and removal when delivery services are available and using Client selected vendors
- MLS input including photos, media, documents, and required disclosures
Ongoing MLS maintenance including status changes, price updates, and remarks revisions
- Setup and management of showing instructions in ShowingTime, Broker Bay, or similar platforms

Client is solely responsible for selecting vendors and for payment of all third party services including but not limited to photography, printing, signage, lockboxes, marketing materials, and delivery services.

Basic Transaction Management | Fee: \$450

Contract to Close Services. Basic Transaction Management provides administrative support from executed contract through closing.

Services may include:

- Brokerage and TREC document compliance review
- Welcome communication and introduction to transaction process
- Document management from executed contract to closing, including review for completeness and required signatures
- Communication of document discrepancies to agent for correction
- Coordination of earnest money and option fee delivery
- Preparation of amendments for price changes, extensions, and repairs as requested by agent
- Submission of documents to title company and coordination with title
- Assistance with home warranty selection and setup when applicable, using Client selected vendors
- Collection and organization of transaction documents including inspections, surveys, resale certificates, invoices, releases, and termination forms when applicable
- Preparation of agent commission summary and facilitation of commission disbursement authorization request
- Coordination of sign removal when applicable and when service is available

Client remains responsible for payment of all third party services including inspections, warranties, surveys, resale documents, and any other vendor services related to the transaction.

Full Transaction Management | Fee: \$550

Concierge Level Services. Full Transaction Management includes all Basic Transaction Management services plus enhanced support and proactive communication.

Additional services may include:

- Offer preparation support from drafting through buyer or seller signatures and submission
- Listing Management and support
- Oversight of contract contingencies and critical deadlines
- Coordination with lender to track appraisal, underwriting, clear to close, and financing approval milestones
- Concierge style communication with clients, agents, lenders, title, and other parties as directed by agent
- Client support services such as inspection notifications, utility connection reminders, and general transaction updates
- Monitoring buyer progress with lender, insurance selection, and satisfaction of loan conditions

- Collection and organization of paid invoices, receipts, and evidence of repairs required by lender or pursuant to contract terms in compliance with TREC requirements

Client acknowledges that any third party services coordinated in connection with Full Transaction Management services are provided by Client selected vendors and are the financial responsibility of Client or Client's customer, as applicable.

Offer Preparation Services | Fee: \$50

Offer Preparation Services provides administrative support for drafting and submitting offers and related documents.

Services may include:

- Preparation of offer documents based on agent direction
- Drafting of amendments, addenda, and notices as requested
- Assembly of offer packages for submission
- Submission of offer to listing agent or representative, as directed by client
- Revision of offer documents based on counteroffers or negotiated changes as directed by agent

Offer Preparation Services do not include negotiation or legal advice and are administrative in nature unless otherwise agreed in writing.

Business Hours and Availability

Standard business hours are:

Monday through Friday, 8:00 am to 6:00 pm CST

Saturday, 9:00 am to 1:00 pm CST

Services requested outside of standard business hours may be subject to additional fees at Coordinator's discretion, based on urgency or workload. Any applicable fees will be communicated prior to performance of such services when reasonably possible.

Important Notes

All services are administrative and Transaction Management in nature unless otherwise agreed in writing.

Coordinator does not provide vendor services directly unless expressly stated in writing. Client is responsible for selecting vendors and for all third party costs and payments.

Services are provided pursuant to the Transaction Management Service Agreement and an accepted Transaction Management Services Request.