



## TRANSACTION COORDINATOR AUTHORIZATION

AGENT: \_\_\_\_\_ OF \_\_\_\_\_ [Brokerage]  
(Print) (Print)

The above named Real Estate Agent hereby agrees to have a Transaction Coordinator service their sale. This service includes gathering necessary signatures and communicating with escrow, the real estate agents, and the various vendors involved during the sale. The cost of this service fee is \$\_\_\_\_\_.

**The Agent's signature below hereby authorizes and instructs escrow holder to:**

- ✓ Deduct above-referenced fee from the commissions due to undersigned Agent (not brokerage or "off the top")
- ✓ Cut a separate check made payable to MORE Services upon the Close of Escrow.
- ✓ Email or Fax copy of Final HUD and Closing Statement to [Jef@MoreServices.net](mailto:Jef@MoreServices.net) (fax: 858-761-0305)

*By signing below, I further affirm, authorize, and instruct escrow to acknowledge receipt and pay MORE Services the above said fee for all of my transactions **accepted and/or entering** escrow from **1/01/2017 and through 12/31/2017** (non-dependent on scheduled date of close of escrow).*

\_\_\_\_\_  
Agent Signature Date

**Property Address** \_\_\_\_\_

\*\*\*\*\*

**Attention Escrow:** \_\_\_\_\_

Escrow Company: \_\_\_\_\_ (Officer's Name) Escrow #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

The escrow officer's signature below hereby acknowledges receipt of this Transaction Coordinator Authorization Form on the above transaction. Escrow understands that the above-named Agent's account is to be debited \$\_\_\_\_\_ at close of escrow and said amount shall be made payable to MORE Services in the form of a separate check. This check shall reference "TC Fee" and the subject property address. Escrow holder is also instructed to email or fax a copy of the final closing statement / HUD form to [Jef@MoreServices.net](mailto:Jef@MoreServices.net) or fax to (858) 761-0305.

Send check attn: MORE Services  
Attn: Matt O'Brien  
10601 Tierrasanta Blvd. #G-3900  
San Diego, CA 92124

\_\_\_\_\_  
Signature (Escrow Officer)

\_\_\_\_\_  
Date