



www.ColoEscrow.com

WORK AGREEMENT

Property Address: _____

Agent Name: _____

Agent's Company: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

I agree to contract Colorado Escrow & Title to help in coordinating the transaction on the above property. I understand that in this capacity Colorado Escrow & Title works in an administrative role. I agree to pay Colorado Escrow & Title upon closing of this transaction. I understand that the fee for this service will be:

Office/Compliance Paperwork Service
\$150

- Submit Paperwork
- Update Paperwork
- Maintain Compliance

Under Contract Services
\$275

- Includes \$150 service **plus**
- Transaction Liaison
 - Transaction Contact Sheet
 - Order Title (Listing)
 - Change MLS(Listing)
 - Contract to Lender (Buyer)
 - Obtain All Signatures
 - Track Deadlines
 - Coordinate Amend/Extends
 - Obtain DA
 - Coordinate Closing
 - Office Closed File
 - Agent Closed File
 - MLS Sold Info (Listing)

Listing Services Through Closing
\$350

- Includes \$275 service **plus**
- Schedule photo/tour shoot
 - MLS Input
 - Setup Showing Service
 - Track Expiration Date
 - Refresh & Maintain MLS

Agent Signature

Date

