



**Bid4Agents.com**  
**BID4AGENTS.COM REALTY**

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To Our Valued Customers;

Included in the settlement of every real estate transaction are miscellaneous costs and fees payable for expenses of the sale. These are closing costs associated with the transfer of title from the seller to the buyer. Amongst these fees are a few that are germane to Bid4Agents.com Realty aside from the real estate commission; the *Transaction Fee*. The following is a brief description of where and why these fees are applied.

**Transaction Fee:**

This **\$299.00** fee is paid to the Broker as additional compensation for active file and records management and is collected at the close of escrow. In order to provide quality service, each file is managed throughout the listing and/or sale contract period.

Each Bid4Agents.com Realty office is staffed with a Transaction Coordinator for current file management. These individuals coordinate the communication and required paperwork between various third party individuals and companies locally as well as nationally to facilitate the completion of each transaction. These include, but are not limited to, mortgage lenders, title, escrow, insurance, inspection, appraisal, relocation, home warranty, homeowners associations, property management, moving services, handyman services, contractors, notary, attorneys, and various approved home service vendors.

In addition, the Transaction Coordinator serves to assist both you and your Agent through the whole process. Sometimes an Agent may not be readily available to answer your questions; the Transaction Coordinator responsible for handling your file is here to help as required.

This file management is provided outside and separate from any other marketing services offered by Bid4Agents.com Realty or your Agent. We are required to maintain documents on your transaction for a minimum of 5 years after the settlement date for the last time your file is accessed (i.e. the 5 year clock starts over each time we are required to consult the closed file).

Storage space and equipment is expensive. Our challenge is managing these records and documents in a cost effective manner, while maximizing operating efficiency. To achieve this, we have outsourced the management of non-current records freeing up expensive office space and allowing our staff to concentrate on customer retention and client generating activities. The *Transaction Fee* collected through escrow closing is a pass through expense for these services, not additional compensation for either the Broker or the Agent.

Buyer/Seller Lessee/Lessor \_\_\_\_\_ Date: \_\_\_\_\_

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

**If Lessee/Lessor Please make check payable to Bid4Agents.com Realty.**