

Transaction Coordination Add-on Service: Listing Input & Document Preparation Services Agreement

One Source Central Services, LLC

Section 1: Scope of Services

One Source Central Services, LLC (“OSCS”) will provide Listing Input and Document Preparation services including but not limited to:

Document Preparation:

- Preparing listing agreements based on information provided by the Agent
- Preparing disclosure packages (SPD, LBP, etc.)
- Preparing broker compensation documentation
- Setting up documents for digital signature (DocuSign or similar platforms)
- Reviewing documents for completeness and compliance based on information provided

Listing Input Services:

- Entering listing data into the MLS based on information provided by the Agent
- Drafting property descriptions, feature highlights, and remarks
- Uploading and organizing photos and documents
- Attaching required documentation to the MLS listing

Note:

- Services commence within 24 business hours upon receipt of all required information during business hours (Mon–Fri, 9am–5pm EST)
- OSCS is not responsible for verifying the accuracy of information provided by the Agent
- Agent is solely responsible for reviewing and approving all documents and MLS entries prior to submission, publication, or execution
- OSCS is not authorized to determine pricing, marketing strategy, or listing terms
- OSCS does not activate listings in the MLS; final activation is the responsibility of the Agent

Section 2: Payment Terms

Listing Document Preparation Fee: \$100 per listing.

Listing Input Fee: \$150 per listing (includes entry into one MLS; \$50 for each additional board).

Payment:

- All fees for Listing Document Preparation and Listing Input services are due upfront at the time the order is placed and will be charged to the Agent's credit card.
- The Agent must provide valid credit card information at the time of service request. By signing this Agreement, the Agent authorizes OSCS to charge the credit card for all applicable service fees.
- If payment is declined or cannot be processed, OSCS reserves the right to pause or withhold services until payment is successfully completed.
- All fees are non-refundable once services have been initiated.

Section 3: Agent Responsibilities

- Complete the Listing Document Preparation and/or Listing Input intake form in full and provide all required information and supporting documentation at the time of submission
- Provide accurate and complete property, listing, and seller information, including but not limited to:
 - Property details
 - Listing terms and pricing
 - Seller disclosures
 - Photos, measurements, and required attachments
- Review all documents and MLS listing drafts prepared by OSCS for accuracy and completeness prior to sending to the seller, submission, or activation
- Approve all final documents and listing details before execution or going live in the MLS
- Submit any revisions, corrections, or updates in a timely manner to avoid delays
- You are responsible for determining all pricing, marketing strategy, and listing terms
- You are responsible for activating the listing in the MLS and confirming all final details prior to going live
- You are responsible for providing any necessary login credentials (usernames/passwords) for MLS platforms, document management systems, and/or document signing platforms required to facilitate services

Section 4: Confidentiality and Non-Disclosure

Both parties agree to maintain the confidentiality of all non-public, proprietary, and sensitive information shared in connection with this Agreement. This includes, but is not limited to, client data, contact information, CRM systems, business processes, and pricing.

OSCS agrees that any agent or client information accessed in the course of providing services will be used solely for the purpose of fulfilling those services and will not be used, shared, or disclosed for any other purpose.

This obligation of confidentiality applies during the term of this Agreement and will survive its termination.

Section 5: Non-Solicitation

Neither party shall solicit, hire, or contract any employees, subcontractors, or vendors of the other party during the term of this Agreement and for two (2) years following its termination.

Section 6: Limitation of Liability

To the fullest extent permitted by law, OSCS's total liability to the Client shall not exceed the total fees paid under this Agreement for the specific services in question. OSCS shall not be liable for indirect, incidental, or consequential damages.

Section 7: Buy-Out Clause

If the Agent hires or engages, directly or indirectly, any OSCS contractor, employee, or vendor during this Agreement or within one year of its termination, a Buy-Out Fee of **\$40,000** per individual shall be payable within 30 days of that engagement.

Section 8: Governing Law and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. Any disputes arising out of or related to this Agreement shall first be attempted to be resolved through good faith negotiations. If resolution is not reached within thirty (30) days, the dispute shall be submitted to mediation administered by a mutually agreed-upon mediator. If mediation is unsuccessful, the parties agree that the dispute shall be resolved by binding arbitration in Lehigh County, Pennsylvania, in accordance with the rules of the American Arbitration Association.

Section 9: Term & Termination

- This Agreement becomes effective on the date of signature
 - Either party may terminate the business relationship at any time
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Section 10: Entire Agreement & Severability

This document constitutes the full agreement between parties. If any provision is found unenforceable, the remainder will still apply.

Signatures

Agent : _____ Date: _____