

## **Terms and Conditions**

These Terms and Conditions ('Agreement') are entered into by and between Valley Transaction Coordinators ('Provider'), and any individual or entity ('Client') who uses the services provided by Provider. By accessing or using our services, you agree to be bound by the following terms and conditions.

### **1. Services**

Valley Transaction Coordinators provides real estate transaction coordination services and related assistance ('Services'). The scope of services provided will be agreed upon between Provider and Client on a case-by-case basis.

### **2. Fees and Payment**

The fees for Services will be agreed upon in writing prior to the commencement of any work. Payment is due as per the agreed terms, and invoices must be paid within the specified period. Failure to pay may result in the suspension or termination of Services.

### **3. Client Responsibilities**

The Client agrees to provide accurate and timely information necessary for the completion of Services. The Client is responsible for ensuring that all required documents and instructions are provided to Valley Transaction Coordinators in a timely manner.

### **4. Service Limitations**

Valley Transaction Coordinators does not provide legal or financial advice. Our Services are limited to administrative assistance related to real estate transactions. The Client is responsible for obtaining any necessary legal, tax, or financial advice from a qualified professional.

### **5. Cancellation and Termination**

Either party may cancel this Agreement by providing written notice. Cancellation of services may be subject to a cancellation fee as agreed upon in the service contract. Valley Transaction Coordinators reserves the right to terminate services for non-payment or failure to comply with these Terms and Conditions.

### **6. Limitation of Liability**

Valley Transaction Coordinators shall not be liable for any indirect, incidental, or consequential damages arising out of or in connection with the use of our Services. In no event shall our liability exceed the fees paid by the Client for the Services provided.

### **7. Confidentiality**

Valley Transaction Coordinators agrees to keep all Client information confidential and will not disclose any sensitive information to third parties without the Client's consent, except as required by law.

## **8. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any disputes arising from this Agreement shall be subject to the exclusive jurisdiction of the courts of California.

## **9. Entire Agreement**

These Terms and Conditions constitute the entire agreement between the Client and Valley Transaction Coordinators with respect to the Services provided. Any amendments or modifications must be made in writing and signed by both parties.

## **Acceptance of Terms**

By using our Services, the Client agrees to the Terms and Conditions outlined above.