



**AUTHORIZATION TO RELEASE INFORMATION**  
**(Third Party Transaction Coordinator)**

A “Transaction Coordinator” is a person or entity that may be engaged to provide administrative and clerical services to facilitate a real estate transaction. In the absence of an agreement for agency and representation (such as a listing agreement or buyer representation agreement) the transaction coordinator does not act as an agent or representative for either Buyer/Tenant or Seller/Landlord, even if the Transaction Coordinator holds a real estate broker or salesperson license. The Transaction Coordinator is not the advocate of either Buyer/Tenant or Seller/Landlord and therefore has no authority to negotiate for, or offer advice to, either party.

The services offered by a Transaction Coordinator typically include: Assistance in the preparation and transmission of documents for signature and for delivery to other parties and their brokers; coordination and setting of inspections and other appointments, placing orders for transaction-related reports and products (such as natural hazard zone reports, wood pest reports, and home warranties); tracking deadlines outlined in the contract documents; and alerting clients regarding the status of items in their transaction file that require attention, such as incomplete items and items requiring review and signature.

I/we hereby consent to Broker sharing and discussing matters related to our real estate transaction with \_\_\_\_\_ (“Transaction Coordinator”), a third-party service provider who is not affiliated with or licensed under Broker.

I/we agree that Transaction Coordinator is allowed and granted access to the files and documentation concerning our real estate transaction. This includes, but is not limited to, access to our email addresses, telephone numbers or other personal contact information, access to credit card information that may be required for purchase of reports, inspections and other services, and access to transaction documentation such as purchase agreements, counter-offers, disclosures, inspection reports, vendor contracts and invoices.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date