



Real Estate Support Agency

Greetings, Agent Partners,

Welcome to our email submission links. Submitting your listing or contract for processing via email is incredibly simple.

Here's what you need to do once you trigger the appropriate link:

1. Update the subject line with the property address.
2. Attach the ratified/executed documents.
3. Fill out the Body of the Email with the requested information.

That's it! You're all set to go. Your submission will be promptly queued for processing.



Terms of Service

Attention: By submitting your file for processing to MYSHTA Enterprises LLC, operating as Hometown Transaction Coordinators, you acknowledge and consent to our terms of service and conditions as outlined below:

1. Once a file is submitted, cancellation is not permitted, and a processing fee will be collected by HTC.
2. By submitting a file via email or online portal, the Agent Partner (AP) agrees to the following:
 - a. The AP has thoroughly reviewed and accepts the Terms of Service: <https://bit.ly/htcresa2023>
 - b. The AP has familiarized themselves with the latest Unlicensed Assistant Bulletin specific to their state and will comply with all stated restrictions.
 - c. The AP agrees to submit requests for drafted documents in writing, preferably via email.
 - d. The AP understands that the Coordinator is available Monday through Friday 9 AM to 5 PM our offices are closed daily from 1 to 2 PM for lunch, weekends and all Federal holidays.

Furthermore, the AP acknowledges and agrees to the following terms:

3. For listing management orders, the non-refundable processing fee is due upon submission, and our team will charge the credit card on file for the selected package noted on the email.
4. For transaction management orders, upon receiving funding notification from the settlement agent, the closing package balance will be due and charged to the credit card on file within two business days, unless alternative arrangements for the file have been mutually agreed upon.

Thank you for your understanding and cooperation.