

SETTLEMENT COORDINATION DISCLOSURE AND RELEASE

PROPERTY ADDRESS: _____

BUYERS: _____

DATE OF AGREEMENT: _____

Following the negotiation and conclusion of the agreement of sale for the purchase of the above property by you, there are a myriad of obligations and tasks, many with strict deadlines which must be accomplished by you, as the buyer, in order to prepare for the closing of title and settlement. We call this the settlement coordination process. Some of the tasks which should not be considered to be a complete list which must be performed by you are: research of available mortgage programs and current rates; selection of and making formal application to a mortgage lender; assist appraisers with property comparables; ordering and follow-up in securing certifications required for closing; scheduling and coordination of inspections/tests ordered by you; ordering title insurance; reviewing title policy and assisting in satisfying any requirements; follow-up on the mortgage process regarding the issuance of commitment; coordinate the scheduling of settlement and sending notices to all parties; prepare estimate of closing costs prior to settlement; schedule pre-settlement walk thru; etc.

We can help you through this process. Re/Max Action Realty has an in-house Settlement Coordinator who can provide this assistance to you. If you wish, you may perform these services yourself or hire a third party to perform these services on your behalf. If you wish Re/Max Action Realty to perform these services, our fee for this service is \$ _____, which will be payable at time of final settlement. As part of this process, you will be responsible for all inspection, testing, certification and application fees which may be charged by the respective agencies with which we may be coordinating.

Please indicate below your choice regarding this settlement coordination process.

DESIGNATION OF CHOICE (Choose One)

- I/We hereby choose not to have settlement coordination services performed by Re/Max Action Realty and hereby RELEASE AND FOREVER DISCHARGE Re/Max Action Realty, its officers, agents and employees for all responsibility and liability for the performance of such services on my/our behalf.
- I/We hereby authorize Re/Max Action Realty to perform settlement coordination services associated with the closing of title on the above referenced property for the fee of \$ _____ payable at the time of final settlement.

BUYER SIGNATURE

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