



PROPERTY SETTLEMENT SERVICES AGREEMENT

SELLER NAME: _____

PROPERTY ADDRESS: _____

I. You may retain Settle Up to assist in the closing of your real estate transaction; we work with your Broker and Agent to facilitate your sale.

II. Among the services Settle Up provides for you are the following:

- Order the continuation of your abstract and forward it to the Buyer's/Lender's attorney for the title examination.
- Order the wood-destroying insect inspection on your behalf.
- Prepare and coordinate documents needed to transfer title such as: Warranty Deed, Groundwater Hazard Statement, Declaration of Value and your Tax Proration Agreement, and provide to you for signature(s). A documentation fee may apply for an attorney selected by Settle Up to prepare a Warranty Deed. Any additional documents required by the title opinion will be coordinated with the assistance of your agent, lender, and attorneys involved.
- All transfer documents required by the title opinion will be coordinated with the assistance of your agent, lender, and attorneys involved.
- We will review and provide to your agent the Hud/CD/ALTA prior to closing on your behalf.
- Prepare a Seller's Settlement Statement for you and provide you with copies of all documents.

Once the transfer has filed of record, Settle Up or the Buyer's lender will disburse the following:

Seller's Proceeds

Seller's Mortgage Payoff

Real Estate Tax Payment if required

Payment of vendors in the transaction

Mail the recorded deed to the buyer after closing

III. Settle Up's schedule for performing the settlement services listed above is \$325.00-\$525.00 for lender assisted, cash, or contract type closings.

IV. Additional fees may apply for affidavits or legal work required to clear title.

V. Is there currently or do you anticipate that this property will have tax abatement? **YES** **NO**
Has the property been constructed in the last two years? **YES** **NO**

VI. For the above services, please check YES, sign, and date below. It may be in the financial interest of the principals, affiliates, and/ or employees of Settle Up.

YES, I/we accept the services by Settle Up I/we understand that I/we are giving permission to share personal and financial information with Settle Up.

If you do not want Settle Up to perform the above services because you have another individual or entity to provide all of the services listed above, please check NO, sign, and date below.

NO, I/we decline the services by Settle Up. Please do not share my/our personal information with Settle Up.

VII. Wood Destroying Pest Inspection: Please check one choice below, if “YES” is checked accepting Settle Up above.

A wood-destroying pest inspection will be ordered through Robinson Termite, “aka Premier Pest”. We do reserve the right to use a different licensed inspector if we deem it necessary. However, you may direct us to use a licensed vendor of your choice by filling in the space provided below.

We/I direct you to _____ , for the wood-destroying insect inspection.

SELLER SIGNATURE

DATE

SELLER SIGNATURE

DATE