



932 N. Shadyview Blvd
Pleasant Hill, IA 50327
(515) 265-7200

FSBO Processing Services Form

Property Address _____

Sellers Names _____

You have entered into an agreement with our company to pay our firm the agreed upon commission for selling your property. The buyer is represented by the appointed agent within our firm. You are a self-represented seller. You will need to take certain actions to complete this sale.

- You will need to have your abstract updated
- You will need to retain an attorney to have a deed, declaration of value, and groundwater hazard statement drawn up
- You will need to obtain a pay-off for any outstanding notes
- You need to clear any title objections.
- You need to have a wood destroying insect inspection performed and report prepared
- You will need a property tax proration calculated
- You will need to order a warranty (if applicable) and receive an invoice
- You will need to report any expenses for the CD (closing disclosure) to the lender or settlement company
- You will be responsible to estimate your sales proceeds. Below is a list of typical expenses associated with selling to aid you.
 - ✓ Revenue stamps
 - ✓ Tax Proration (calculated based of date of closing)
 - ✓ Commission
 - ✓ Attorney's fees for Deed Package (Deed, Declaration of Value, and Groundwater Hazard Statement)
 - ✓ Mortgage loan payoff including all interest,prepayment penalties, and HELOC (Must be closed upon sale)
 - ✓ Processing fees if professional settlement or processing services retained
 - ✓ Termite Inspection (and treatment if necessary)
 - ✓ Affidavits to clear title objections & judgements against you or liens against your home
 - ✓ Abstracting charges
 - ✓ Courier fees (for payoffs sent etc.)

These are your responsibilities as the seller along with anything else required to transfer title. We represent the buyer ONLY in this transaction, but our firm can process the required items listed above for a FSBO seller for a \$1295 fee charged on the settlement statement. This includes the cost of the deed package prepared by our attorney.

PLEASE INDICATE BELOW whether you will be handling these items yourself or if you would like our assistance. The fee of \$1295 for processing the seller side responsibilities is in addition to the agreed upon buyer's agent commission.

I will retain an attorney for the required items and I will perform the above listed items myself to process this sale.

I request RE/MAX REVOLUTION to help me process this sale for \$1295. This will include these services:

- Calculating tax proration
- Attorney's fees for Deed, Declaration of Value, and Groundwater Hazard Statement
- Ordering mortgage payoff
- Ordering and coordinating termite Inspection (and treatment if necessary)
- Ordering abstracting (actual abstracting expenses are sellers expense)
- Assisting in clearing title objections or liens against your home
- Preparing an estimate of proceeds
- Notary services for required documents (Deed, Composite Mortgage Affidavits, etc)

Seller Date Seller Date