

HUTCHINSON ESCROW SERVICES INC (HES)
SELLER / PURCHASER SET UP QUESTIONNAIRE & REQUEST FOR SERVICE

1. Address of Property: _____
STREET CITY ST ZIP

2. Seller: _____
 Husband & Wife Spouses Single person(s) Other _____

Address: _____
STREET CITY ST ZIP

Telephone: Cell # _____ Other # _____

Soc Sec # / TIN #: _____ Soc Sec #: _____

Email address: _____

3. Purchaser: _____

Husband & Wife Single person(s) Other

Taking Title as: Joint Tenants Tenants in common

Address: _____
STREET CITY ST ZIP

Telephone: Cell # _____ Other # _____

Soc Sec # / TIN #: _____ Soc Sec #: _____

Email address: _____

Will Purchaser occupy property as principal residence? Yes No

4. Purchase Price & Terms:

Purchase Price: \$ _____

Down Payment: \$ _____

Total Financed: \$ _____

Interest Rate: _____ %

Interest Begins: at date of Contract OR Other _____

First Payment due: one month from date of Contract OR Other _____

Term: _____ years Balloon payment at end of _____ Years OR None

Taxes paid as part of monthly payment? Yes No

Real Estate Personal Property

Insurance paid as part of monthly payment? Yes No

1ST YEARS' INSURANCE PREMIUM MUST BE PAID OUTSIDE OF ESCROW

Default occurs after payment is: 30 days OR _____ days past due

Late fee of \$ _____ after payment is _____ days late.

Monthly Escrow Service fee paid by: Seller Buyer Split

Escrow Set Up fee paid by: Seller Buyer Split

5. Monthly Payment:

Principal & Interest \$ _____

Reserve Tax \$ _____

Insurance \$ _____

if Payment Fee is Split, ↓

Payment Transaction Fee \$ _____

Seller \$ _____

Total Payment \$ _____

6. Does Seller have an existing mortgage on property? Yes No
 If Yes.....complete the following:
 Mortgage holder (lender) : _____
 Loan / Account #: _____
 Does current payment include taxes & insurance? Yes No
 Escrow service to disburse payment to Mortgage holder? Yes* No
 *It is **highly recommended** that HES make the underlying mortgage payment!
 Attach a copy of the most recent mortgage statement.

7. Disbursement Instructions:
 Mail to Check to Seller at home address? Yes (additional fees apply) No
 Direct Deposit to Bank: Yes No
 If Yes.....Complete and Sign
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

8. Reserve for insurance: (Skip if insurance is outside escrow)
 Insurance Company: _____
 Insurance Agent: _____
 Amount of Premium: \$ _____
 Insurance Binder needs sent to HES PRIOR to set up conference!

9. Possession to be given at: Signing Other _____

10. Will Title Insurance be provided? Yes No
 Title Company: _____ Contact Name: _____
 Closing Appointment* _____
 *A separate signing appointment will be held at the HES offices for the land contract portion of the transaction.

IMPORTANT NOTE: HES is NOT a Title Company and accepts no responsibility or liability as pertains to real estate title issues.

11. Prorate Taxes to* Signing Other _____
 *If a closing is being held at a title company and the tax pro-ration is NOT exchanged there, it WILL BE exchanged at the signing appointment at the HES offices.

12. Do you want HES to provide an Installment Contract? Yes No
 If yes, HES will provide an **INSTALLMENT REAL ESTATE CONTRACT** or **MORTGAGE** and **PROMISSORY NOTE** as part of its Seller Financing Service package. It is recommended that you have an attorney review these documents. Any contract requirements that cannot be addressed in the contract must be prepared by an attorney.

If no, and you have had an attorney prepare your Installment Real Estate Contract, **YOU MUST PROVIDE A COPY OF SAID CONTRACT** along with this Set Up Questionnaire for review by HES.

13. Requested date for Escrow Set-Up Conference: _____

HUTCHINSON ESCROW SERVICES INC (HES)
FEE SCHEDULE & ORDER FOR SERVICE
ALL Fees Subject to Change without Notice!

NEW ACCOUNT SET UP FEE.....\$300.00

- Includes:
- Escrow Set-Up Preparation and Conference
 - Installment Real Estate Contract
 - Affidavit of Equitable Interest
 - Kansas Real Estate Sales Validation Questionnaire
 - Warranty Deed (one document)*
 - Quit Claim Deed and Estoppel (one document)*
 - Tax Pro-ration
 - Deed Retrieval
 - 1st Set of Copies of all Executed Documents*

*In the event of multiple sellers which results in multiple documents, additional fees will be charged accordingly.

RECORDING FEE (NOT included in Set Up Fee and paid directly to the applicable County Registrar)

E-File Recording (\$21 1st page + \$5 courier fee + \$17 each add'l page).....\$26.00
 USPS Recording (\$21 1st page + \$5 postage fee + \$17 each add'l page).....\$26.00

PAYMENT FEES

ACH/EFT Service*	CHECK Service*
Payment Fee.....\$14.00	Payment Fee.....\$18.00
Seller Payment Notice.....FREE	Seller Payment Notice.....\$ 3.00
Purchaser Receipt.....FREE	Purchaser Receipt.....\$ 3.00

*In the event of multiple sellers which results in multiple disbursements, additional fees will be charged accordingly.

HES REQUIRES A NON-REFUNDABLE \$100.00 UP FRONT FEE RETAINER. This retainer will be applied to the set up fee at time the set up conference is held.

This questionnaire is required to be filled out **in its entirety**. By signing below all parties are acknowledging that they have read and understood the full questionnaire and the information is accurate to the best of their knowledge and ability.

By signing below Seller and Purchaser are **placing an order** for HES to perform the services listed above. NO WORK will begin until signatures and retainer are delivered to HES offices.

ORDER APPROVED AND PLACED BY:

 Purchaser

 Seller

 Purchaser

 Seller

RECEIVED BY: _____ Hutchinson Escrow Services Inc, Agent