

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 or Quotation 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 WITH LIMITED NOTICE!!

NEW ACCOUNT SET UP.....\$330.00

Includes:

- Installment Real Estate Contract
- Affidavit of Equitable Interest
- KS Real Estate Sales Validation Questionnaire
- Conveying Deed*
- Quit Claim Deed*
- Tax Pro-ration
- Deed Retrieval
- 1st Set of Copies of all Executed Documents for each party

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

RECORDING FEE.....\$26.00*

Recording fee is not included in the set up fee. It is paid directly to the applicable County Registrar.

*\$21 1st page + \$5 courier/postage fee + \$17 each additional page. All fees set by the State of Kansas.

PER PAYMENT FEE

ACH/EFT Services

- Payment Fee.....**\$14.00**
- Seller Payment Notice*.....**FREE**
- Purchaser Receipt.....**FREE**

CHECK/PAPER Services

- Payment Fee.....**\$18.00**
- Seller Payment Notice*.....**\$ 3.00**
- Purchaser Receipt.....**\$ 3.00**

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

RESERVE ACCOUNT FEE

Per Check Cut.....**\$15.00**

ADDITIONAL FEES

HES will charge additional fees for copies outside our normal processing as well as fees for services previously provided.

HES REQUIRES A \$100.00 NON-REFUNDABLE RETAINER to begin the processing of the paperwork. This retainer will be applied to the set up fee at the time of the set up conference.

This questionnaire is required to be completed ***in its entirety***. By signing below all parties are acknowledging that they have read and understood this 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 service*** from HES to begin and perform the above listed work. NO WORK will begin until all signatures are affixed below and the retainer and questionnaire are delivered and received by HES.

ORDER APPROVED AND PLACED BY:

SELLER 1

PURCHASER 1

SELLER 2

PURCHASER 2

RECEIVED BY: _____ HES AGENT