

LETTER OF HIRE DISCLOSURE OF FEES

I hereby acknowledge by my signature that I have received this disclosure and have read it entirely. I have explained the fees to the buyer(s)/seller(s) so they are aware there are "fees and closing costs" involved with a mobile home settlement.

Buyer's Agent _____

Listing Agent _____

Buyer _____

Seller _____

Please pick a plan: Usually Buyer pays closing costs and \$0 to Seller side

___ Plan A - \$755 (Most Common, especially for finance deals) – My travelling notary/closer will handle your settlement. Must be at an office location.

___ Plan B - \$655 No closer/notary being sent – Agent will handle the closing and docs can be notarized by someone in your office or I'll provide instructions for buyer/seller to get their forms notarized ahead of time and bring the forms to closing. I provide detailed email instructions. Ideal for easy cash closing at the mobile home at time of walk thru.

___ Plan C - \$555 If you want to do the title transfer afterward yourselves (I'll walk you thru what you need – not elected often).

___ If the settlement fee is being split among buyer/seller/agents, please explain: _____

If someone is not attending settlement, please explain: _____

if buyer is financing

If the buyer is financing the mobile home purchase, I need the lender's approval letter ASAP and I will order the necessary tax certs and insurance quote to compare right away. The process is this:

Be aware that your target settlement date is just tentative and in no way does the lender care what it is. Hopefully you have allowed four weeks but if you do not submit everything they need in a timely manner, it will not happen by the time you want it to. I really do need to be copied on every email to the lender so I can keep up and help guide you through the process. They must receive everything first through your designated loan officer, then the underwriter reviews once it is a complete file. Then they send out a link from Datacomp for the buyer to pay for the appraisal \$365. I need that paid receipt which has the DPA# on it so I can rush it along with my contacts at Datacomp. Then, it can take 1-2 weeks even with a rush order til the results are back. About 3 days after the appraisal is received (I need a copy) then I can order loan docs and prepare settlement documents for us to sign at "closing" which is DRY. I will send you another email about dry settlements so you can explain to the buyer and seller what that entails, including when keys are expected to be given. It is recommended to wait to schedule a date and time for closing until I know for sure when I am getting loan docs to sign otherwise everyone just gets very frustrated. Once we sign everything at closing, I overnight the package back to the lender for review. It takes them three days to respond back from their auditing process. They will let me know what needs fixed or when it is funding and then they disburse the funds to the realty companies and the seller gets their large proceeds check/wire. Usually this is by Overnight FED EX. Some companies charge a fee and some do not. Some can wire funds and some cannot. Keys/occupancy is expected at the dry signing/closing but some sellers want to wait a few more days til it is funded. Again, I have an email I need to send to you about dry settlements (chattel loans).

Please indicate the Lender contact info: Name, Email, Company, and tel. number:

if buyer is bringing proceeds from the sale of their house (same day closing), we need to discuss options