

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

1. Address of Property: \_\_\_\_\_  
STREET CITY ST ZIP

2. **FULL LEGAL** Names - Seller: \_\_\_\_\_  
( ) Husband & Wife ( ) Spouses ( ) Single person(s) ( ) Other \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY ST ZIP  
Telephone: Cell # \_\_\_\_\_ Other # \_\_\_\_\_  
Soc Sec # / TIN #: \_\_\_\_\_ Soc Sec #: \_\_\_\_\_  
Email address: \_\_\_\_\_

3. **FULL LEGAL** Names - 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 for Amortization of Payments: \_\_\_\_\_ years = \_\_\_\_\_ months
- Balloon payment: ( ) None OR \_\_\_\_\_ Year OR \_\_\_\_\_ Date
- 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 will be **30 days** after due date of payment
- 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 \$ \_\_\_\_\_

Payment Transaction Fee \$ \_\_\_\_\_

Total Payment \$ \_\_\_\_\_

If Payment Fee is Split, ↓

Seller \$ \_\_\_\_\_

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 WILL disburse payment to Mortgage holder!!!**

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. We will do our best to ensure the appointments are close in time to each other.

**IMPORTANT NOTE: HES is NOT a Title Company and accepts no responsibility or liability as pertains to real estate title issues. NO title search will be completed by HES.**

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.....\$450.00**

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
- (1) 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 and is IN ADDITION to the above set-up fee.

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

### **PER PAYMENT FEE (MONTHLY PMTS)**

#### **ACH/EMAIL Services**

Payment Fee.....\$18.00

Seller E-Payment Notice.....**FREE**

Purchaser E-Receipt.....**FREE**

#### **CHECK/PAPER Services**

Payment Fee.....\$22.00

Seller Payment Notice\*.....\$ 3.00

Purchaser Receipt.....\$ 3.00

\*In the event of multiple sellers, which results in multiple disbursement checks, additional fees will be charged accordingly

### **RESERVE ACCOUNT FEE**

Per Tax Check Cut.....\$17.00

Per Insurance Check Cut.....\$20.00

### **ADDITIONAL FEES**

HES will charge additional fees for services outside our normal processing, such as sending documents for signature, as well as for any duplication of information already provided. A fee of ½ the Set-Up Fee will be charge at the closing of the account. All fees are subject to change.

**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