



## **IMPORTANT NOTICE DOCUMENT PROCESSING AND RETENTION FEE**

In order to protect buyers and sellers of real estate, certain federal and state laws require, and continue to require, that specific forms be processed and retained on file by the real estate broker in connection with each real estate transaction. Further, disclosure forms, required notices, and sales contracts and other documents executed in connection with each real estate transaction must be processed, revised and stored in order to comply with regulations governing real estate brokers and their agents.

As a result of these requirements, the fee of \$150.00 (paid only if you close) will be collected for the processing, handling and retention of records and additional paperwork pertaining to your transaction.

RE: Sale of real property  
Locate at: \_\_\_\_\_

Buyer: \_\_\_\_\_

Seller: \_\_\_\_\_