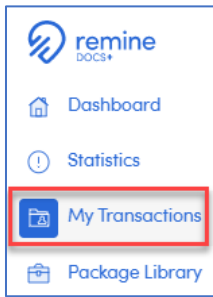


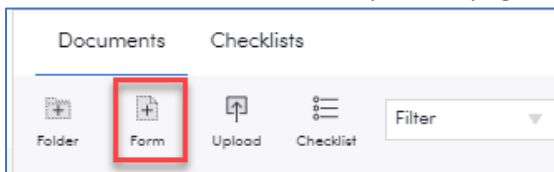
Sending a Seller's Disclosure for Completion and Signing

The seller's disclosure must be completed by the seller. From Docs+, you can send the document to the seller(s) to complete and sign. It will then be returned to you to make it available on your listing.

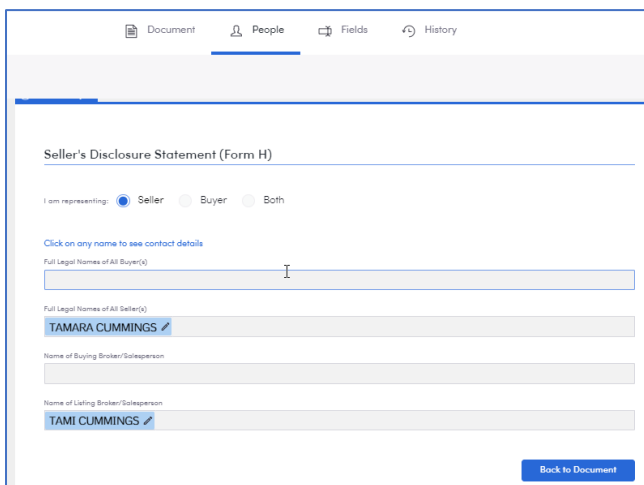
1. Log into Remine's Docs+ from the Realcomp Dashboard or RCO3 system.
2. Click My Transactions in the left-side menu.



3. Select the desired transaction or click the blue "New Transaction" button to create a new one.
4. Click the Form button at the top of the page to add a form.



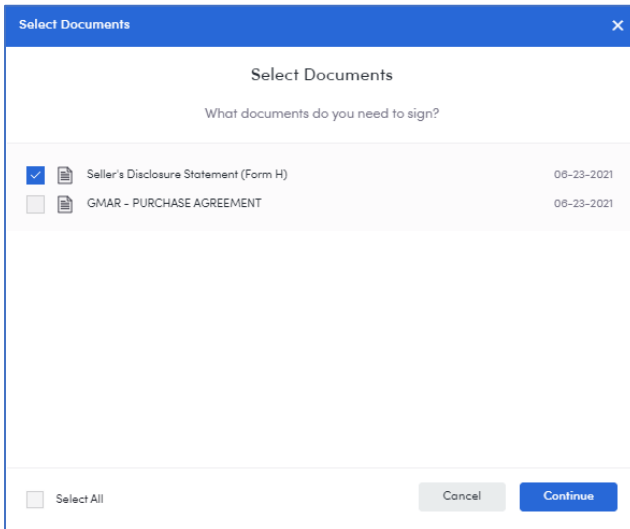
5. Add the Seller's Disclosure that you wish to use in your transaction. This may be from the Michigan folder, a board folder, or your office may have one. For this example, we will use the Michigan disclosure form.
6. Open the seller's disclosure document by clicking on the title.
7. The address should prefill in the form from the transaction information.
8. Click the People tab at the top of the document to verify that the seller's name(s) is entered correctly with the correct email address. To check and/or change the email address, click the pencil icon to the right of their name. Click Back to Document in the lower right corner when done.

A screenshot of the 'Seller's Disclosure Statement (Form H)' form in the Remine Docs+ interface. The form is titled 'Seller's Disclosure Statement (Form H)' and includes a radio button for 'I am representing: Seller' (selected), 'Buyer', and 'Both'. Below this is a link 'Click on any name to see contact details'. The form has four main input fields: 'Full Legal Names of All Buyer(s)', 'Full Legal Names of All Seller(s)' (with 'TAMARA CUMMINGS' entered), 'Name of Buying Broker/Salesperson', and 'Name of Listing Broker/Salesperson' (with 'TAMI CUMMINGS' entered). A 'Back to Document' button is located in the bottom right corner. The top navigation bar shows 'Document', 'People' (selected), 'Fields', and 'History'.

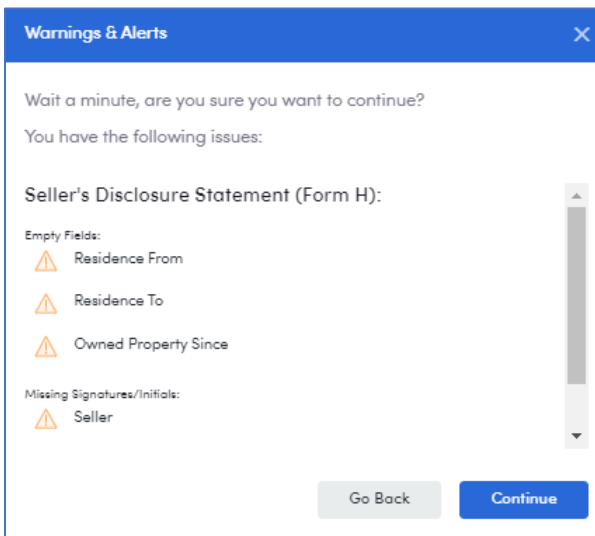
9. Click the Send button in the upper right corner to send it to the seller to complete and sign.



10. On the Select documents screen, select any documents you want the seller to complete and sign. Click Continue.



11. You may get a Warnings and Alerts window. If these are things you need to complete, close the window, and go back to complete those fields. If the seller will complete those fields, click Continue.




12. Select the recipient, enter the email message and click Send.

Seller/Landlord Side Recipients

SELLER

TAMARA CUMMINGS See Permissions

 Email Address 1 Document

tami@cummingsonline.com

[Add a recipient to view only](#)

Message

All recipients will receive the same message.

Subject Line


TAMI CUMMINGS has shared Seller's Disclosure Statement (Form H) with you

Message

Please complete the attached form, sign and return to me. Thank you!


Send

13. When the seller receives the document via email, they will click the View All Docs button.



TAMI CUMMINGS has shared a document with you

Click 'View All Docs' to see more.

Document	Requested Action
 Seller's Disclosure Statement (Form H)	Fill & Sign

Please complete the attached form, sign and return to me. Thank you!

View All Docs

14. The seller will fill out the entire form and click Sign in the upper right corner when it is complete.

0/2

History Download Audit Report More

Sign x-2

Seller's Disclosure Statement

Property Address: **1603 ANITA AVE** **GROSSE POINTE WOODS** MICHIGAN
Street City, Village or Township

Purpose of Statement: This statement is a disclosure of the condition of the property in compliance with the Seller Disclosure Act. This statement is a disclosure of the condition and information concerning the property, known by the Seller. Unless otherwise advised, the Seller does not possess any expertise in construction, architecture, engineering or any other specific area related to the construction or condition of the improvements on the property or the land. Also, unless otherwise advised, the Seller has not conducted any inspection of generally inaccessible areas such as the foundation or roof. **This statement is not a warranty of any kind by the Seller or by any Agent representing the Seller in this transaction, and is not a substitution for any inspections or warranties the Buyer may wish to obtain.**

Seller's Disclosure: The Seller discloses the following information with the knowledge that even though this is not a warranty, the Seller specifically makes the following representations based on the Seller's knowledge at the signing of this document. Upon receiving this statement from the Seller, the Seller's Agent is required to provide a copy to the Buyer or the Agent of the Buyer. The Seller authorizes its Agent(s) to provide a copy of this statement to any prospective Buyer in connection with any actual or anticipated sale of property. The following are representations made solely by the Seller and are not the representations of the Seller's Agent(s), if any. **THIS INFORMATION IS A DISCLOSURE ONLY AND IS NOT INTENDED TO BE A PART OF ANY CONTRACT BETWEEN BUYER AND SELLER.**

Instructions to the Seller. (1) Answer ALL questions. (2) Report known conditions affecting the property. (3) Attach additional pages with your signature if additional space is required. (4) Complete this form yourself. (5) If some items do not apply to your property, check NOT AVAILABLE. If you do not know the facts, check UNKNOWN. FAILURE TO PROVIDE A PURCHASER WITH A SIGNED DISCLOSURE STATEMENT WILL ENABLE A PURCHASER TO TERMINATE AN OTHERWISE BINDING PURCHASE AGREEMENT.

Appliances/Systems/Services: The items below are in working order. (The items listed below are included in the sale of the property only if the purchase agreement so provides.)

	Yes	No	Unknown	Not Available
Range/oven	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dishwasher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn sprinkler system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water heater	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. The system will walk them through where they need to initial and/or sign the form. They click on the pink box to initial or sign.

3. **Roof: Leaks?** yes no
 Approximate age if known: _____

4. **Well: Type of well (depth/diameter, age and repair history, if known):** _____
 Has the water been tested? yes no
 If yes, date of last report/results: _____

Initial Here

PAGE 1 OF 2

FORM H JUN'06

BUYER'S INITIAL _____
 SELLER'S INITIAL _____

Click to Initial

OTHER REAL PROPERTY TAX INFORMATION IS AVAILABLE FROM THE APPROPRIATE LOCAL ASSESSOR'S OFFICE. **BUYER SHOULD NOT ASSUME THAT BUYER'S FUTURE TAX BILLS ON THE PROPERTY WILL BE THE SAME AS THE SELLER'S PRESENT TAX BILLS. UNDER MICHIGAN LAW, REAL PROPERTY TAX OBLIGATIONS CAN CHANGE SIGNIFICANTLY WHEN PROPERTY IS TRANSFERRED.**

Sign Here

Seller Click to Sign Date: _____

Seller _____ Date: _____

Buyer has read and acknowledges receipt of this statement.

16. When they have finished the signing, they will click Done in the upper right corner and that will send a copy to you to add to your listing and it will also send a copy to them for their records.

If you have additional questions, please contact Realcomp's Customer Care at (866) 553-3430.