| Agent Name:                                |                                                                   |
|--------------------------------------------|-------------------------------------------------------------------|
| Property Address:                          |                                                                   |
| Purchaser:                                 |                                                                   |
| Date Turned In:                            | Deposit Date**:                                                   |
| **If Earnest Money is to be held for depos | sit, the Purchase & Sales Agreement must state precisely the date |
| Earnest Money is to be deposited. Otherw   | vise, Earnest Money will be deposited immediately.                |
| Notes:                                     |                                                                   |

## It is Important to Follow RE/MAX Center Policy on all Earnest Money Issues:

- Earnest Money should be turned in as soon as it is received
- Per GAR P&S Agreements, we have 5 banking days to deposit Earnest Money unless Agreement states otherwise.
- For RE Agreements/Non-REALTOR Agreements, we have 3 banking days to deposit Earnest Money.
- Earnest Money cannot be held by RE/MAX Center without a Purchase & Sale Agreement

## Release of Earnest Money:

- No Earnest Money will be released without form F-83 Unilateral Notice to Terminate: Agreement to Disburse Earnest Money signed by all parties.
- Personal Checks will not be refunded prior to 10 business days from the deposit date.

The number 1 complaint filed with the GREC is mishandling of Earnest Money. We must always follow proper policy and procedure. If you have any questions, contact Broker Support at 678-804-2550 or <a href="mailto:broker@centermember.com">broker@centermember.com</a> for guidance.

PLEASE STAPLE CHECK HERE