



INSTRUCTIONS TO CANCEL A HUD CONTRACT

To cancel a contract, please fill out the **top half** of the attached Contract Release & Earnest Money Disposition form with the buyer, and return it to your Residential Enhancements at **closings@re-global.com** along with:

1. A written request to cancel from the buyer.
2. Any supporting documentation (signed and dated loan denial letter, copy of a professional home inspection that lead to the cancellation, etc.)

Please note the following important points:

1. We do not accept digital/electronic signatures on contract cancellation forms. The buyer and agent must physically sign the cancellation document.
2. If there is a loan denial letter, the lender must sign and date the document for it to be considered. We do not accept digital/electronic signatures on loan denials.
3. Repair estimates are not accepted in lieu of a professional inspection report.

NOTE: The lower half of the form is "To Be Completed by the AM Contractor" only!

Please refer to the Forfeiture of Earnest Money Policy, signed by the buyer(s) in their contract package, for clarification on how earnest money is dispositioned after cancellation.

CONTRACT RELEASE AND EARNEST MONEY DISPOSITION FORM

FHA Case #: _____ Contract Date _____

Notice is hereby given by Purchaser(s), _____
(clearly print or type purchaser(s) name)

that closing will not occur on a certain real estate sales contract between Purchaser(s) and the Asset Manager (AM) Contractor for the US Department of Housing and Urban Development (HUD) as the Seller. The contract form is HUD-9548, more particularly described as:

Property Address: _____

Purchaser(s) and Seller do not intend to consummate the Contract described above, and hereby agree mutually to release each other from any and all obligations, liabilities and claims arising from the execution of the Contract. Purchaser(s) and Selling Broker hereby release any and all of their rights, title and interests in and to the subject property, and agree to accept and follow the earnest money disposition required in accordance with HUD guidelines, set forth in the Forfeiture of Earnest Money Addendum, and as directed in this document.

The Contract Release Form cannot be completed with digital signatures.

Purchaser Signature Date

Purchaser Signature Date

Selling Broker/Agent Signature Date

Phone

**** Please return cancellation requests to closings@re-global.com ****

To be Completed by the AM Contractor

As the Selling Broker or as the Closing Agent responsible for holding the earnest money deposit for this transaction, you are hereby instructed to immediately:

- _____ Return 100% of the earnest money deposit to the Purchaser(s)
- _____ Return 50% of the earnest money deposit to the Purchaser(s) and remit 50% to HUD c/o the AM Contractor
- _____ Remit 100% of the earnest money deposit to HUD c/o the AM Contractor

Comments:

The AM Contractor for the U.S. Department of Housing and Urban Development:

Signed: _____ Date: _____
(printed name and title)

Directions: If you have been instructed to remit earnest money to the U.S. Department of Housing and Urban Development, please make cashier's check or money orders payable to HUD.