



CONTRACT RELEASE & EARNEST MONEY DISPOSITION REQUEST FORM

Please email this completed cancellation form along with supporting documentation listed below to cancel@re-global.com.

REASON FOR CANCELLATION	SUPPORTING DOCUMENTATION (MUST be submitted with this form)
Lending funding cause for cancellation	Formal denial letter from lender (email from lender not acceptable and will be rejected)
All other reasons for cancellation (Unsatisfactory home inspection, termite inspection, LBP inspection. Death of immediate family member, etc.)	Letter requesting cancellation signed by buyer(s) and broker stating reason for cancellation. All parties must sign the letter. Letter MUST include property address. One letter or separate letters are acceptable. MUST include supporting documentation: copy of home inspection; termite report; lead based paint report; estimate for repairs; documentation of death, etc. or other applicable documentation.

Purchaser Type: _____ **Owner Occupant** _____ **Investor** _____ **Non-Profit or Government Agency**

Note: Guidelines for refund of earnest money and non-refundable extension fees are outlined in the Forfeiture and Extension Policy Addendum

Notice is hereby given by the **Purchaser(s)**, _____ that closing will not occur on a certain real estate sales contract between Purchaser(s) and Residential Enhancements, Inc. d/b/a RE Global, Asset Manager for the Department of Housing and Urban Development as the Seller. The contract form is the HUD-9548, more particularly described as:

FHA Case Number: _____ **Contract Date:** _____

Property Address: _____

The Purchaser(s) and the 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. The Purchaser(s) and the 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 guidelines set forth in the Forfeiture and Extension Policy Addendum, and directed in this document. The Purchaser(s) hereby request the return of the earnest money deposit in the amount of \$ _____ and has provided sufficient supporting documentation with this request as to the reason.

Purchaser Signature: _____ **Purchaser Signature:** _____

Selling Agent: _____ **Date:** _____

Selling Agent Email: _____

To Be Completed by Residential Enhancements, Inc. d/b/a RE Global
Asset Manager for the Department of Housing and Urban Development

As the Selling Broker or Closing Agent responsible for holding the earnest money deposit for this transaction, the following instructions must be followed:

_____ Remit **100%** of the earnest money deposit is to be returned to the purchaser(s)

_____ Remit **50%** of the earnest money deposit to the purchaser(s) and remit 50% to the U.S. Department of Housing and Urban Development (HUD) c/o Residential Enhancements, Inc. d/b/a RE Global

_____ Remit **100%** of the earnest money deposit is forfeited.

Please remit forfeited earnest money within 3 business days to: Residential Enhancements, Inc. d/b/a RE Global made payable to Housing and Urban Development (HUD). **Mail check directly to:** ATLANTA HEADQUARTERS 100 Crescent Center Parkway, Suite 395, Tucker, GA 30084.

Comments: _____

Executed by: _____ **Date Processed :** _____ **Cancellation Code:** _____