

ORDINANCE NO. 2025-02
INTRODUCED BY: Mayor Bodnar

**AN EMERGENCY ORDINANCE
AUTHORIZING THE MAYOR AND PRESIDENT OF COUNCIL TO ENTER INTO
A REAL ESTATE LISTING AGREEMENT WITH REALTOR SARA CALO AND
HOWARD HANNA FOR THE MARKETING AND SALE OF CERTAIN VILLAGE
OWNED PROPERTY AT 691 SOM CENTER ROAD**

WHEREAS, the real estate located at 691 SOM Center Road (as consolidated with the real estate located at 683 SOM Center Road) is no longer needed for any municipal purposes; and

WHEREAS, the Village desires to list and market the real property owned by the Village for sale; and

WHEREAS, Village Council deems it in the best interest of the Village and its residents to authorize the Mayor and President of Council to enter into an agreement with realtor Sara Calo and Howard Hanna for such purposes and to authorize an expenditure in an amount equal to and customary for the realtor's commission and closing costs for the sale of the real estate located at 691 SOM Center Road.

NOW, THEREFORE, BE IT ORDAINED by the Council of Mayfield Village, Cuyahoga County, State of Ohio, that:

SECTION 1. The Mayor and President of Council are hereby authorized to enter into a real estate listing agreement with realtor Sara Calo and Howard Hanna to market and list the Village owned property at 691 SOM Center Road and to authorize an expenditure in an amount that is equal to and customary for a realtor's commission and related closing costs in connection with the sale of the subject property and as is set forth in Exhibit "A" which is attached hereto and incorporated herein by reference.

SECTION 2. The Council finds and determines that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of health, safety and welfare of the residents of Mayfield Village, for the reason that the property is no longer necessary for any municipal purpose and time is of the essence. It shall, therefore, take effect immediately upon passage by the affirmative vote of not

less than five (5) members elected to Council and approval by the Mayor, or otherwise, at the earliest time allowed by law.

STEPHEN SCHUTT
Council President

First Reading: _____, 2025

Second Reading: _____, 2025

Third Reading: _____, 2025

PASSED: _____, 2025

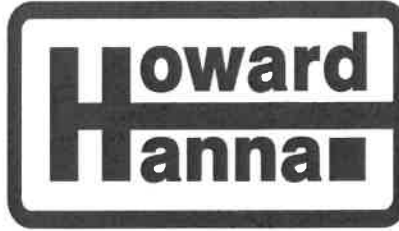
BRENDA T. BODNAR, Mayor

APPROVED AS TO FORM:

DIANE A. CALTA, ESQ.
Director of Law

ATTEST: _____
MARY E. BETSA, MMC
Clerk of Council

Enjoy the Convenience of One-Stop Shopping



I/we understand that working with Howard Hanna entitles me/us to the professional services of a Howard Hanna Mortgage Loan Originator. **Howard Hanna Mortgage Services offers:**

- **Timely Pre-Approvals**
- **Highly competitive mortgage programs**
- **Our Exclusive *Buy Before You Sell & Renovation Plus* Mortgage Programs**
- **Comprehensive Insurance Services through Howard Hanna Insurance**
- **Escrow and Title Services through Erie Title**

- I/we would like to receive a call or meet with a Howard Hanna Mortgage Loan Originator to discuss the best mortgage options available.
- I/we have already begun working with a Howard Hanna Mortgage Loan Originator.

***I/we hereby acknowledge receipt of Howard Hanna's
Consumer Guide to Agency Relationships.***

Brenda T Bodnar, Mayor
Name *(please print)*

Scott Schutt, President of Council
Name *(please print)*

Signature Date

Signature Date

Sara Calo
REALTOR® Name *(please print)*

Client(s) Phone Number / Email Address

Acknowledgment



Howard Hanna Consumer Guide to Agency Relationships

Smythe, Cramer Co (dba Howard Hanna) and all other Ohio real estate brokerages are required by Ohio law to provide you with certain information about how real estate agents work and to have you acknowledge receipt of this information. THIS IS NOT A CONTRACT AND DOES NOT OBLIGATE YOU TO HOWARD HANNA IN ANY WAY.

We are pleased that you have selected us to help you with your real estate needs. Whether you are selling, buying, or leasing real estate, Howard Hanna will provide you with the highest standards of expertise and assistance.

Because buying or selling a home may be your largest financial transaction, it is important to understand the roles of the agents and brokers with whom you will be working. The information below explains how brokerages and agents work for buyers and sellers in real estate transactions. For more information on agency law in Ohio, you also may contact the Ohio Division of Real Estate and Professional Licensing at (614) 466-4100 or at www.com.state.oh.us.

Seller Agency: Most sellers choose to list their homes for sale with a real estate brokerage. When they do so, they sign a listing agreement that authorizes the brokerage and the listing agent to represent their interests. As such, the brokerage and listing agent must: follow the seller's lawful instructions, be loyal to the seller, promote the seller's best interests, disclose material facts to the seller, maintain confidential information, act with reasonable skill and care, and account for any money that they handle in the transaction. Howard Hanna does not offer subagency, which means that it does not authorize any agents to act on a seller's behalf unless the seller specifically appoints that agent. Typically, part of the listing compensation will be shared (normally through a split of a percentage of the purchase price) with the brokerage for the buyer's agent that successfully produced the buyer. Such sharing of listing compensation does not modify or lessen the listing agent's obligations owed to the seller.

Buyer Agency: Buyers typically choose to work with a real estate agent. Buyers often want to be represented in the transaction as well. This is known as buyer agency. A brokerage and an agent that agree to represent a buyer must follow the buyer's lawful instructions, be loyal to the buyer, promote the buyer's best interests, disclose material facts to the buyer, maintain confidential information, and account for any money that they handle in the transaction. Buyers are advised that sellers and their agents are not obligated to keep confidential the existence, terms or conditions of a buyer's offer. Buyer agents are compensated for their services, often in large part by sharing in the listing compensation paid by the seller. Any such sharing of compensation does not modify or lessen the buyer agent's obligations to the buyer.

Disclaimer: Howard Hanna and its agents cannot and do not (a) review all public records relating to properties that are listed or sold by them; or (b) investigate property information contained in prior listing and/or sales files, either within the company or other brokerages. Buyers are advised to investigate the physical condition of the property and all public records to determine its condition and suitability before purchasing it.

Dual Agency: Occasionally the same agent and brokerage that represent the seller also represent the buyer in a transaction. This is referred to as dual agency. When a brokerage and its agents become "dual agents," they must maintain a neutral position in the transaction. They may not advocate the position of one client over the other client, nor disclose any confidential information to the other party without written consent.

In-Company Split Agency: On occasion, the buyer and seller will each be represented by two different agents from the same brokerage. In this case, each agent will represent the best interests of their respective clients. When this occurs, the brokerage will be considered a dual agent. As a dual agent, the brokerage and its managers will maintain a neutral position and cannot advocate the position of one client over another. The brokerage also will protect the confidential information of both parties.

Working with Howard Hanna: Howard Hanna represents both buyers and sellers. Therefore, it is possible for one agent to represent a buyer who wishes to purchase property listed with another Howard Hanna agent (in-company split agency). If this occurs, then each agent will represent her or his own client, but Howard Hanna and its managers will act as dual agents. This means that the brokerage and its managers will maintain a neutral position and not take any action that favors one client over the other. Howard Hanna will supervise both agents to ensure that their respective clients are being represented and will protect each party's confidential information.

If the buyer and seller are represented by the same agent, then that agent and Howard Hanna will act as dual agents, but only if both parties agree. As dual agents, they will treat both parties honestly, prepare and present offers at the parties' direction, and help the parties to understand their contractual obligations. They will not, however, disclose any

confidential information that would place one party at an advantage over the other, or advocate or negotiate to the detriment of either party.

If dual agency occurs, then you will be asked to consent to it in writing. If you do not agree to dual agency, then you may ask for another agent in Howard Hanna to represent you, or you may seek representation from an attorney or another brokerage. As a buyer, you may choose to represent yourself on properties that Howard Hanna has listed. In this case, Howard Hanna will represent the seller and you would represent your own best interests. However, the listing agent will still be able to provide you with non-confidential information, prepare and present offers at your direction and assist you in the financing and closing process. Because the listing agent has a duty of full disclosure to the seller, you should not share any information with the listing agent that you would not want the seller to know. A Howard Hanna licensee who holds an open house on behalf of a Howard Hanna seller's listing agent will be considered a "host" and not the seller's agent unless it is agreed to in writing or otherwise required by law.

Working with Other Brokerages: When Howard Hanna lists a property for sale, you will be offered the opportunity to pay some or all of a buyer broker's compensation with brokerages that represent buyers. Broker fees and commissions are not set by law, are fully negotiable, and may be paid by the seller, the buyer, or a third party, or by sharing or splitting the fees and commissions between brokers. As a seller, you should understand that your offer to pay some or all of a buyer broker's compensation does not mean that you will be represented by that brokerage. Instead, the buyer's brokerage and agent will be obligated to advance the buyer's interests and Howard Hanna will represent your interests. When another Howard Hanna agent is acting as a buyer's agent, Howard Hanna also accepts compensation offered by you to compensate that Howard Hanna buyer's agent. If the property is not listed by another broker, or the listing broker does not offer compensation, then Howard Hanna agent, representing a buyer, may attempt to negotiate for a Seller-paid fee.

Compensation for Brokerage Services: If you are a seller represented by Howard Hanna, at closing you will pay listing compensation as described in your Purchase Agreement and/or Exclusive Right to Sell Agreement. This compensation typically consists of both a Broker flat fee (\$350) and a percentage of the purchase price. The percentage component is paid to Howard Hanna and will be shared with your individual agent and a portion can be offered to a buyer's broker with your consent. The flat fee amount is retained by Howard Hanna. Both components are for all the general brokerage services Howard Hanna has available and/or provides to you as the seller, including any sharing of compensation with the buyer's brokerage. If you are a buyer represented by Howard Hanna, you will pay buyer broker compensation as described in your Exclusive Buyer Representation Agreement you have with Howard Hanna. The compensation for buyer broker services typically consists of both a Broker flat fee (\$350) and a percentage of the purchase price. Howard Hanna shares the percentage component with your individual agent and the flat fee is retained by Howard Hanna. Both components are for all the general brokerage services Howard Hanna has available and/or provides to you as a buyer. In the event a seller or listing broker is offering buyer broker compensation, you will receive a full credit on the amount you owe Howard Hanna from the compensation received. If you as a buyer wished to proceed in a transaction where there was no offering of buyer broker compensation, then you could be asked to pay both the flat fee *and* a percentage of the purchase price for services to rendered to you.

Fair Housing Statement: It is illegal, pursuant to the Ohio Fair Housing Law, division (H) of Section 4112.02 of the Revised Code and the Federal Fair Housing Law, 42 U.S.C. 3601, as amended, to refuse to sell, transfer, assign, rent, lease, sublease, or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in Section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, or national origin, or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services. It is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

We hope that you find this information helpful as you begin your real estate transaction. When you are ready to enter into a transaction, you will be given an *Agency Disclosure Statement* that specifically identifies the role of the agents and brokerage(s). Please ask questions if there is anything that you do not understand.

Because it is important that you have this information, Ohio law requires that we ask you to acknowledge receipt of this Consumer Guide. Your "*Acknowledgment of Receipt*" of this Consumer Guide is not a contract and does not obligate you to Howard Hanna in any way.



Real Estate Services

**AFFILIATED BUSINESS ARRANGEMENT
DISCLOSURE STATEMENT**

This notice is required by the Real Estate Settlement Procedures Act (24 CFR Part 3500)

DATE: _____

TO: Brenda T Bodnar, Mayor and Scott Schutt, President of Council _____

FROM: Erie Title

PROPERTY: Mayfield Village, 44143 _____

This is to give you notice that Erie Title has a business relationship with Smythe Cramer Co. d/b/a Howard Hanna, for real estate services ("HH") Howard Hanna Mortgage Services ("HHMS") and United Purpose Mortgage ("UPM") for mortgage financing, Howard Hanna Insurance Services, Inc. ("HHIS") for insurance, and Great Lakes Field Services, LLC ("GLFS") for surveying and Homegard® for home warranty. Erie Title and the above-referenced providers have the same parent company, Hanna Holdings, Inc. ("Holdings"). Holdings owns 100% of HHMS and UPM, 41% of ET, 100% of HHIS, and 49% of GLFS and 93.61% of Homegard®. Because of this financial relationship, this referral to the above-referenced settlement service providers may provide Erie Title or certain of its officers or affiliates with a financial or other benefit.

Furthermore, this is to give you notice that F. Duffy Hanna, President of Howard Hanna Financial Services (which is also owned by Hanna Holdings, Inc.) and Monica Russell, General Counsel of ET, have a business relationship with Blum & Associates, LLC(B&A), which is a law firm. F. Duffy Hanna owns 60% of B&A and Monica Russell owns 10% of B&A. Because of this financial relationship, a referral to B&A may provide F. Duffy Hanna and Monica Russell a financial or other benefit.

Set forth below is the estimated charge or range of charges for the settlement services listed. You are **NOT** required to use the listed providers as a condition for settlement of your purchase or sale on the subject property. **THERE ARE FREQUENTLY OTHER SETTLEMENT SERVICE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND THE BEST RATE FOR THESE SERVICES.**

HHMS and UPM are HUD-approved mortgage lenders. Fees normally charged by HHMS and UPM may include an origination fee (which is listed as a percentage of the loan amount), discount points (which accompany the interest rate you choose and which are listed as a percentage of the loan amount), and other charges associated with obtaining a mortgage from HHMS. The estimated fees are listed below but may vary depending on the loan product you select.

Loan Origination Fee	0-1% of Loan Amount
Bona Fide Points	0-6% of Loan Amount
Commitment Fee	\$0.00 to \$500.00
Advance Equity Application Fee	\$500.00 to \$950.00
Processing Fee	\$375.00 to \$650.00
Loan Admin Fee	\$0.00 to \$ 1,900.00

A lender is allowed, however, to require the use of certain settlement service providers, which is explained and disclosed in your **Addendum to Loan Estimate**.

Homegard®

Home Warranty Plans \$429 to \$829

In addition to the basic coverages in each plan, additional equipment and multiple units may be covered for additional charges

ET is a title, escrow and settlement company. They charge title and settlement fees to both the buyer(s) and seller(s). These estimated fees are listed below.

Escrow Fee:	Up to \$495.00 for seller and \$495.00 for buyer
Title Exam:	Up to \$395.00
Additional Title & Escrow Charges:	Up to an additional \$400 per side

Title Insurance fees on purchases range as follows:

Owner Fee Title Insurance (Rates are set by the Ohio Title Insurance Ratings Bureau "OTIRB"):

	Per Thousand or any Fraction thereof:
Up to \$150,000 of liability written	\$5.75
Over \$150,000 and up to \$250,000 add	\$4.50
Over \$250,000 and up to \$500,000 add	\$3.50
Over \$500,000 and up to \$10,000,000 add	\$2.75
Over \$10,000,000 add	\$2.25
Minimum Premium	\$175.00
Survey Coverage	\$100.00
Mechanic's Lien Coverage	10% - 40% of the original rate for the policy, with a minimum charge of \$150.00-\$500.00

There is an increased cost for a Homeowner's Policy of Title Insurance that is set by OTIRB. You may request endorsements on your policy which would also increase the cost. The cost of the same is also set by OTIRB.

Loan Policy of Title Insurance (Required by your lender, rates set by OTIRB)

Standard Loan Policy (when Owner's Policy is purchased)	\$100.00
Expanded Coverage Residential Loan Policy	\$125.00
ALTA 4-06 (Condominium Endorsement)	\$50.00
ALTA 5-06 (Planned Unit Dev. Endorsement)	\$50.00
ALTA 8.1-06 (EPA Endorsement)	\$50.00-75.00
ALTA 9-06 (Restrictions, Encroachments, Minerals Endorsement)	\$0.10 per thousand, with a minimum rate of \$150.00
Survey Coverage	\$0-50.00
Mechanic's Lien Coverage	10% - 40% of the original rate for the policy, with a minimum charge of \$150.00-\$500.00

Other endorsements may be requested by your lender. The loan policy premium fee will be higher if an owner's policy is not purchased. The cost of the same is also set by OTIRB.

Closing Protection Letter Fee: \$40.00 - \$85.00

Howard Hanna Insurance Services, Inc. (HHIS) is an insurance agency providing property & casualty insurance. It charges, on behalf of insurance carriers, premium for policies covering an insurable risk, such as a home.

Estimated Premium for Homeowner's insurance:

The average premium for homeowner's insurance premium on properties for homes with a value of \$50,000 to

\$250,000 per year ranges between \$400 and \$1800. Consumers are advised that the premiums for homeowner's insurance will vary with the specific property, its size and condition, and the types of coverage requested by the homeowner, required by lender, underwriting or by law. This estimate is not inclusive of any flood or excess hazard that may be required.

Great Lakes Field Services (GLFS) is a surveying company. Fees for mortgage location surveys vary with the size of the lot being transferred. Fees for mortgage location surveys range from \$160.00 to \$500.00.

B&A is a law firm. It charges fees for the preparation of legal documents. Its fees depend on the complexity of the transaction. The estimated fees for a typical transaction are listed below:

Deed Preparation:	Up to \$125.00
Memorandum of Trust:	Up to \$250.00
Affidavits:	Up to \$150.00
Attorney Opinion Letter (Trust Review):	Up to \$250.00
	Power of Attorney (for real estate):
	\$150.00

ACKNOWLEDGMENT

I/We have read this disclosure form and understand Erie Title is referring me/us to purchase the above-described settlement service(s) from HHMS, UPM, HHIS, ET, GLFS and B&A and it, or certain of its officers and/or owners may receive a financial or other benefit as a result of this referral.

BUYER:

_____ Date

SELLER:

_____ Date



MLS # _____



EXCLUSIVE RIGHT TO SELL AGREEMENT VACANT LAND

A) **SELLER:** The undersigned Client ("Seller"), as owner or having the right and power to act for the owner of the following property (the "Property"), hereby authorizes Howard Hanna ("HH") to offer for sale the Property at the price and terms stated below:

B) **ADDRESS:** VL SOM Ctr Road _____, Mayfield Village _____, Ohio 44143
(STREET ADDRESS) (MUNICIPALITY) (ZIP)

C) **PRICE:** \$450,000 _____ Perm. Parcel or Tax I.D. No. 831-22-032 _____

D) **EXCLUSIVE RIGHT TO SELL:** In consideration for Howard Hanna's efforts, Seller grants to Howard Hanna the sole and exclusive right to sell the Property for a period of twelve (12) months from 02/18/2025 _____ through midnight on 08/18/2025 _____ (the "Exclusive Period"). Commissions are negotiable and not set by any law but solely by agreement of the parties to this Agreement. Howard Hanna's real estate commission for all services rendered to Seller is as follows: In the event of sale or exchange of the Property at the price and terms stated, or such other price and terms as may be acceptable to Seller, Seller agrees to pay to Howard Hanna a Broker flat fee of \$350 and a commission of Five (5%) on the full purchase or exchange price. If sold by Sara Calo, commission is 4%

Seller agrees to refer to Howard Hanna all real estate licensees, consumers, or prospects who may come to Seller directly during the Exclusive Period or any extension thereof. In the event of any sale or exchange of the Property within six (6) months (the "Protection Period") after the Exclusive Period (or any extension thereof) has expired, it is also agreed that Seller will pay the commission described above if the Buyer had contact with Howard Hanna or any real estate licensee regarding the purchase of the Property during the Exclusive Period (or any extension thereof) and Seller received notice of such contact.

COOPERATION: Seller does or does not authorize Howard Hanna and my agent to cooperate with real estate agents representing buyers, whether with Howard Hanna or with another broker, in the sale of the Property. Seller authorizes Howard Hanna, from their compensation described above, to offer and pay Two (2%) of the purchase price to buyer's brokers.

The Property shall be entered by Howard Hanna into such MLS as Howard Hanna deems appropriate, subject to the rules and regulations of those Multiple Listing Services®. Seller warrants that the Property is not and will not be independently advertised by the Seller on the Internet or in any other medium.

E) **CONFIDENTIALITY:** By law, Howard Hanna must keep confidential information that Seller designates as such, unless disclosure is required by law. Seller agrees to provide written notice to Howard Hanna of information that Seller wishes to be kept confidential.

F) **DISCLOSURES:** Seller agrees to complete and disclose to prospective buyers the conditions described in the Howard Hanna Vacant Land Seller's Description of the Property and any and all other material information, including written reports, that is or may become known to Seller respecting the condition of the Property.

Seller warrants that there are no encroachments, pending lawsuits, foreclosures, assessments, divorce actions, tax, utility, or mechanics liens, or other matters that could affect Seller's ability to provide clear title to the Property, except as follows. (If none, so state):

Property Address VL SOM Center Road

NOTE: Seller acknowledges that Howard Hanna and its agents cannot complete or assist a Seller in completing the State of Ohio Residential Property Disclosure Form or the Howard Hanna Vacant Land Seller's Description of the Property. Seller acknowledges having been advised of Seller's disclosure obligations and hereby agrees to disclose all known material defects, including any expert and inspection reports in Seller's possession, in writing to prospective Buyers in accordance with Ohio law. Seller hereby acknowledges receipt of the Howard Hanna "Consumer Guide to Agency Relationships", which is required by Ohio law.

G) MARKETING: In consideration of Howard Hanna's efforts to locate a purchaser for the Property, Seller hereby grants to Howard Hanna the sole and exclusive right to publish and to grant to others the right to publish and disseminate any and all descriptive information about the Property, including without limitation print, video, audio, photographic, and electronic descriptions via the Internet, and Seller acknowledges that the same will become the sole and exclusive property of Howard Hanna. SELLER hereby authorizes Howard Hanna to place signage on the Property.

H) FAIR HOUSING: It is illegal, pursuant to the Ohio Fair Housing Law, Division (H) of Section 4112.02 of the Revised Code, and the Federal Fair Housing Law, 42 U.S.C.A. 3601, as amended, to refuse to sell, transfer, assign, rent, lease, sublease, or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in Section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, or national origin or to discriminate in advertising in the sale or rental housing, in the financing of housing, or in the provision of real estate brokerage services. It is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of these protected classes.

I) BINDING AGREEMENT: This contract contains all terms agreed upon between Howard Hanna and Seller, and there are no other conditions, representations, warranties, or agreements, express or implied. Facsimile signatures shall be deemed binding and valid. Seller acknowledges that Howard Hanna and agents are authorized to provide real estate services **only**, and agrees to retain independent professionals for legal, accounting, inspection, appraisal, or engineering services.

IF SELLER IS MARRIED, THEN BOTH SIGNATURES ARE REQUIRED.

Seller: Address: 6622 Wilson Mills Road

Print name: Brenda T. Bodnar, Mayor Mayfield Village, OH 44143

Seller: Telephone: _____

Email: _____

Print name: Steven Schutt, President of Council Date: _____

The undersigned hereby agrees to the foregoing individually and on behalf of Howard Hanna.

Howard Hanna

By: Telephone: 440-796-0246

Agent Sara Calo Date _____

Email: saracalo@howardhanna.com

Chesterland 440-796-0246
Branch Office Telephone

POST SIGN REQUEST FORM

Only complete this form if you are requesting a HH Post Sign

Date 02/18/2025

Office Howard Hanna

Agent Name Sara Calo

Owner Name Brenda T Bodnar, Mayor and Scott Schutt, President of Council

Owners Phone Number _____

Property Address _____

County Cuyahoga

Map Coordinate _____

Directions North of Thornapple before the bridge. Sign will be on property

Special Installation Instructions _____

SPECIAL NOTE: Please check if either applies:

- Invisible Dog Fence Sprinkler System

POST SIGN REMOVAL

Please order the sign removal for the following address

Street _____ City _____

Date _____ (request submitted upon title transfer)

Please circle one:

- Sale Expiration Withdrawal Owners Request

Agent Signature Sara Calo

dotloop verified
02/13/25 4:07 PM EST
UNFS-AVZF-IEJG-DUQH

HOWARD HANNA

**ALL BLANK LINES ARE REQUIRED TO BE FILLED IN!
IF THEY ARE NOT THE REQUEST WILL BE RETURNED!**

Seller's Signature