

# Earnest Money Release Form



If earnest money needs to be released for any reason from RE/MAX Executive's escrow accounts, this form must be sent to your office administrator for the release to occur.

*\*Please allow a minimum of 3 business days for processing. Accounting can not guarantee releases that are requested without proper notice.*

Agent Requesting Release: First \_\_\_\_\_ Last \_\_\_\_\_

Closing Date: \_\_\_\_\_

## Reason For Request

Termination Of Contract       Closing       Other

Extra Explanation If Needed: \_\_\_\_\_

\_\_\_\_\_

## Payee Information

Payee's Name: First \_\_\_\_\_ Last \_\_\_\_\_

Payee is The:  Buyer       Seller       Attorney

*\*Earnest money releases cannot be wired for any reason.*

Method of Delivery:  Mail: FedEx Ground (~2 days)  
 Mail: FedEx Overnight (\$35 charge to agent's fee account)  
 Pick Up (At Southpark Office only)

*\*Cannot deliver to P.O. Box.*

If Mailed, Send To: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip/PC \_\_\_\_\_

Is this an office address?  Yes       No

## Accounting Signoff

*This section is to be filled out by RE/MAX Executive's Accounting Department.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_