

## **Realtor Form Help File**

The realtor or closing company will provide the closing date, service address, and may note any unusual questions or situations in the Comments box.

Multiple service addresses up to 10 can be requested on one form.

Realtor Form may be submitted no more than 30 days before the closing date.

DMWW will receive the form electronically and will complete the information, such as account number, current balance, any past due balance, etc. for each service address. In addition, DMWW will highlight any unusual situations in the Comments box (e.g., existing condition of service on a stopbox). DMWW will return form to requestor within 1-3 business days of receiving it.

Approximately 5 days before closing date provided on the realtor form, DMWW will notify the realtor by email if the buyer has not called to request service. The realtor should contact the buyer and remind the buyer that setting up new service prevents the stopbox from being operated for the finaling process and avoids the potential for costly repairs.

If a past due balance is reported on the realtor form, the closing company should take past due plus current charges out of closing proceeds. If there are no past due balances reported for the property, the closing company should take nothing out of closing.

Any amount from the closing proceeds must be remitted to DMWW within 30 days of closing. Check **MUST** include account number(s) to which proceeds should be applied.