

Earnest Money Instructions

- 1) Do all you can to have the co-op broker hold the EM check.
- 2) We charge you an extra \$100 if WebMLS must hold the EM.
- 3) DO NOT DEPOSIT THE EM CHECK IN OUR ACCOUNT
- 4) If WebMLS must hold EM per contract - YOU MUST MAIL the check to me ASAP. Division policy is we must have the EM in our Trust account in 2-3 business days.
- 5) Mail or overnight mail the check to WebMLS, 6204 Martins Way, West Chester OH 45069
- 6) If we hold EM you must instruct the title company to subtract the EM amount from our commission check at closing.