



## FLAT FEE PROCESSING ADDENDUM

Date \_\_\_\_\_

Government regulations require brokerage firms to process additional paperwork relating to statewide issues such as flood zones, lead-based paint, radon gas etc. In addition, records and documents of all residential transactions must be store for a minimum of three years beyond the settlement date. These regulations have increased processing time, as well as, place an additional demand for document storage areas. To offset the additional expenses, included by these regulations, Kemp & Associates charge its client(s) either the buyer(s) and/or seller(s) a non -refundable administrative fee in the amount of three hundred forty five dollars (\$345.00). such fee shall be paid to KEMP & Associates at the time of the settlement, or the completion of service render. It is understood that the flat processing fee is in addition to any other fee and terms stated in the Contract of Sale, Exclusive Right to Sell Listing Agreement Contract and or buyer(s) Exclusive Agency Agreement. If the transaction consists of dual agency representation, then both buyer(s) and seller(s) are clients of KEMP & Associates. Therefore, both clients will be responsible a flat processing fee.

Your signature(s) below is acknowledgement of the following

1. This addendum was presented and all the terms disclosed to you on the date indicated above.
2. That your have read, and understood and agreed to the terms/contents of this addendum.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Agent