

Congratulations again on your successful bid!

The purpose of my email is to remind you of the EMD handling procedure.

You are responsible for collecting from your client \$1,000 EMD that **MUST BE** in the form of a CASHIER's CHECK (drawn on a WA state bank) or a U S Postal Money order. No other forms of EMD may be accepted.

The check must be payable exactly as follows:

“Escrow Company Name OR Buyers Name”

So if the escrow company was ABC Escrow and the buyer was John Smith it would read:

“ABC Escrow OR John Smith”

Do not have the check payable only to escrow or only to the buyer... it must be payable to BOTH escrow AND the buyer with the word OR in between.

The check must be accompanied by a photo copy of the Buyer Select addendum which specifies the Escrow Company the buyer has chosen.

The EMD check and Buyer Select Addendum MUST BE delivered to our OFFICE no later the deadline shown below. Located at:

27714 Maple Ridge Way SE
Maple Valley, WA 98038

You can hand deliver, mail/overnight or courier this check here – whatever works best for you. If you choose to courier or hand deliver, please note that we need you to call ahead to ensure we are available to receive this check.

If you have any concerns/problems gathering your paperwork or with these instructions, please call our office at (425) 432-3035.

Thank you

Christine Woodcock
Local Listing Broker

Sharon Gentry
Transaction Manager
(425) 432-3035