

Key Realty Document Control Invoice

There are a certain number of requirements that a real estate office must do in regards to records management. A fee is assessed to defray the costs incurred for storing all real estate records for five years as required by law as well as to offset other requirements and the costs thereof.

Client Name: _____

Property Address: _____

Title Company: _____

Escrow Officer: _____

Escrow Number: _____

Agent: _____

We, the undersigned, give authorization to the above listed title company to withhold _____ for the document control fee to be paid to Key Realty as agreed to by the seller and the buyer. We, the undersigned, were made aware of this cost, understand it, and freely agree to it.

Client Date

Client Date