

D/NSSD Assessment Quote Acknowledgement Form:

The D/NSSD Board has instituted a new process that I must follow when providing assessment quotes. Here's how it works:

- I can provide the D/NSSD Customer with an unofficial, yet fully-detailed, assessment quote covering the Original Sewer Improvement Assessment, Debt Service Fees, Certified Past-Due User Fees and Current Account Status. This assessment includes complete explanations of all assessments and how to handle settlements of any/all balances. The fee for this is \$50, which is invoiced to the requesting user through their regular account.
- Requests for Assessment Quotes must include the name and address of current owner, the parcel ID and clearly identify you as the owner (or their representative in select circumstances such as death of registered owner).
- Official Assessment Quotes are issued only for closing or property transfer for Title Companies or the attorney handling the legal work. The fee for an official assessment quote is \$150 and is issued to the requesting agent. Invoices are issued to the requesting agent and will note the PID for which it applies. The invoice will remain due and valid regardless of if the closing transpires successfully.
- If the initial assessment quote is issued within three (3) months of the closing, and the fee has been paid and processed by the D/NSSD Billing Office, the \$50 is deducted from the fee for the official assessment quote and will be invoiced accordingly.
- All assessment quotes must be requested in writing and are returned in the same manner.
- Assessment quotes are not issued to realtors, appraisers, potential buyers or other parties. If necessary, those parties must obtain information from the current owners.
- Acknowledgement of the fees associated with assessment quotes is required prior to releasing all quotes.
- E-mail works as written request and acknowledgement following receipt of this e-mail.
- Quotes are not submitted by phone under any circumstance.
- Fees are not charged for requests by Title Companies on parcels that are not in the D/NSSD.
- Most quotes can be issued within 24-hours.

If you can confirm you have read and agree to the above information I can prepare your assessment quote (user will receive unofficial (not suitable for closing) and Title Company will receive official quote).

If you have questions, please let me know.

Becky McNamara

RRM Financial Services – FiOp

Mailing: P.O. Box 16027, St Louis Pk, MN 55416

Non-P.O. Address (for UPS or restricted carriers): 5100 W. 36th Street #16027

beckym@fiop.biz

Direct: 952-405-6504

Cell: 612-986-5646

Fax: 612-234-4740