

## Contract Release and Earnest Money Refund Request

Notice is hereby given by Purchaser(s), \_\_\_\_\_  
(print names clearly)

that closing will not occur on a certain real estate sales contract between Purchaser(s), and Cityside Management as M&MIII contractors for the U.S. Department of Housing and Urban Development (HUD) as Seller. The contract form is HUD Sales Contract 9548, more particularly described as:

FHA Case #: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Check Applicable: \_\_\_\_\_ Owner Occupant \_\_\_\_\_ Investor  
Financing Check Applicable:  
\_\_\_\_\_ FHA203B/203B Repair \_\_\_\_\_ FHA 203K \_\_\_\_\_ Conventional/Cash  
Contract Signed Date: \_\_\_\_\_  
Selling Broker Name: \_\_\_\_\_ NAID: \_\_\_\_\_  
Selling Broker Phone: \_\_\_\_\_ Selling Broker Email: \_\_\_\_\_

Purchaser(s) and Seller do not intend to consummate the Contract described about, and hereby agree mutually to release each other from any and all obligations, liabilities and claims arising from execution of the Contract.

Purchaser(s) and Selling Broker hereby release and all rights, title and interests in and to the subject property, and agree to accept and follow the earnest money disposition required in accordance with HUD guidelines, set forth in the Forfeiture of Earnest Money Addendum, and as described in this document.

\_\_\_\_\_  
Purchaser Signature                      Date

\_\_\_\_\_  
Purchaser Signature                      Date

\_\_\_\_\_  
Selling Broker Signature              Date

**Purchaser(s) hereby request return of the earnest money deposit in the amount of \$\_\_\_\_\_. Purchaser must provide a letter of explanation and appropriate documentation to support the cancellation reason; examples are inspection findings, loan denial, etc.**

**For Michigan, fax cancellation request to 586-685-2228. For all other states, fax cancellation request to 603-913-6339.**

### **Cityside to Complete:**

As the Closing Agent responsible for holding the earnest money deposit for this property, you should immediately complete the following:

- \_\_\_\_\_ Return 100% of the Earnest Money deposit to the Purchaser(s)
- \_\_\_\_\_ Return 50% of the Earnest Money deposit to the Purchaser (s)
- \_\_\_\_\_ Remit 100% of the Earnest Money deposit payable to HUD mailed to Cityside Management
- \_\_\_\_\_ Remit 50% of the Earnest Money deposit payable to HUD mailed to Cityside Management

\_\_\_\_\_  
Cityside HUD Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

For Michigan, fax cancellation request to 586-685-2228, or e-mail to:  
[cancellations@citysidecorp.com](mailto:cancellations@citysidecorp.com)