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Lifetime Service Agreement Instructions: Transfers and Reinstatements

How To Transfer to a New Owner After Closing:

- STEP 1: Call Dawson office: 713-668-2110, to request a Lifetime Service Agreement Transfer Form if you do not already have one.
- STEP 2: The SELLER must fill out and sign (original signature) the transfer form with contact information for both parties.
- STEP 3: Mail the correctly filled out and signed transfer form via registered or certified mail, with return receipt requested, to be received by Dawson within 90 days after closing to:

Dawson Foundation Repair 6906 Chetwood Dr Houston, TX 77081

WE CANNOT ACCEPT ANY TRANSFER FORM THAT IS EMAILED OR FAXED!!!

ALL FORMS MUST BE SUBMITTED BY REGISTERED/CERTIFIED MAIL OR IN PERSON

How to REINSTATE your Service Agreement if Voided

- STEP 1: <u>Have Dawson Inspector out to evaluate the current state of the foundation or provide Engineer's</u>
 Report stating no problems with the home:
 - a. If home does not need foundation work, move on to step 2 and have a hydrostatic test for underslab plumbing leaks performed. If there is a leak, it can cause constant movement under the slab and negates all previous stabilizing efforts.
 - b. If the foundation needs adjustments on existing Dawson piers, they will not be completed until the transfer process is complete.
 - c. If the foundation needs new work, and the homeowner agrees to have Dawson do repair, the Service Agreement will automatically transfer upon completion work with no additional transfer fee.
 - i. A hydrostatic test is standard procedure after the home is levelled with new piers installed, so it would not be required before work commences.
- STEP 2: Have hydrostatic test performed on the under slab by a plumber (we recommend American Leak Detection: 281-440-4400) and forward your results to Dawson's office. OWNER is responsible for setting up hydrostatic test, Dawson Foundation Repair has no involvement between owner and plumber:
 - d. If no leaks are found, move on to step 3 and pay the transfer fee.
 - e. If leaks are found, homeowner must repair plumbing in a timely manner and provide Dawson with evidence that the repair has been completed before the transfer fee can be paid or service agreement can be transferred.
- STEP 3: Pay the \$250 transfer fee to have Service Agreement reinstated into the current owner's name.
 - PLEASE NOTE: ALL reinstatement service agreements carry a \$75 + inflation fee for all adjustments to work done by Dawson. Date is determined on year service agreement was signed.



The undersigned, being the property owner(s) (OWNER) of the property located at: City/State/Zip: Hereby grant freely and without coercion unto Dawson Foundation Repair (DFR), its affiliates and employees, consent for the right of access and to enter said property for the purpose of preparing and presenting an estimate for repairs to the property. Owner further agrees to one of the following options: DFR may meet with and provide all documentation, including but not limited to, any estimates, drawings, or other materials related to the proposed repair to the following individuals Print Name: ______ Phone: _____ Print Name: _____ Phone: ____ OR DFR may only disclose the results directly to OWNER, including but not limited to, any estimates, drawings, or other materials related to the proposed repair. The undersigned agrees and warrants to hold harmless DFR, its agencies, contractors, and subcontractors, and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property. OWNER: _____ Date: _____ Print Name OWNER: _____

Signature

Foundation Repair Service Agreement Transfer Form

Please <u>submit in person or send via registered or certified mail</u> to Dawson Foundation Repair's office; otherwise the transfer will not be valid or complete.

To: Dawson Foundation Repair 6906 Chetwood Dr Houston, TX 77081 RE: Service Agreement Transfer To Whom It May Concern: I,	ate
6906 Chetwood Dr Houston, TX 77081 RE: Service Agreement Transfer To Whom It May Concern: I,	
RE: Service Agreement Transfer To Whom It May Concern: I,	
To Whom It May Concern: I,am writing to transfer my Service Agreement with Seller's Name(s) Dawson Foundation Repair into the name(s) offor the property located at The closing Property Address took place on Below is updated contact information for all parties involved: Buyer's Contact Information: Name(s):	
I,am writing to transfer my Service Agreement with Seller's Name(s) Dawson Foundation Repair into the name(s) offor the property located at	
Dawson Foundation Repair into the name(s) of	
Dawson Foundation Repair into the name(s) of	
took place on	
took place on	
took place on Below is updated contact information for all parties involved: Buyer's Contact Information: Name(s):	
Buyer's Contact Information: Name(s): Phone Number(s): Email Address(es): Seller's Contact Information: Name(s): Phone Number(s): Email Address(es): Thank you,	
Buyer's Contact Information: Name(s): Phone Number(s): Email Address(es): Seller's Contact Information: Name(s): Phone Number(s): Email Address(es): Thank you,	
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Phone Number(s): Email Address(es): Seller's Contact Information: Name(s): Phone Number(s): Email Address(es): Thank you,	
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Seller's Original Signature	
Upon the receipt and approval of this form, the transfer will take effect immediately	
FOR OFFICE USE ONLY:	
CEIVED DATE:	
CEIVED BY:	
PROVED (Circle One): YES NO	
WSON REP SIGNATURE:	