

Instructions for Requesting C.L.U.E.® Property Home Seller's Disclosure Report

Thank you for your interest in receiving your C.L.U.E. Property Home Seller's Disclosure Report. Please submit the enclosed request form, the required proof of identity, **and your check in the amount of \$19.50** as indicated in these instructions.

You may request Home Seller's Disclosure Reports only on property you currently own. Please submit a separate request for each Property Address and complete all the appropriate items on the request form.

Please provide the following proof of identity along with your request.

Required: Submit one item from Category A below.

Required: Submit one item from Category B below for your primary mailing address.

Conditional: Submit one item from Category B below if the report requested is for a second home or rental property (provide this when the property is not your primary mailing address).

Category A – Photocopy of one of these items, in your name:

1. Social Security Card
2. State Drivers License
3. State Issued ID Card: Must be in effect (expiration date has not passed).
4. Canadian Issued Drivers License: Must be in effect (expiration date has not passed).

Category B – Photocopy of one of these documents, dated within the preceding two months, or as noted.

These must show your name and your mailing address or the address of the Secondary/Rental Property:

1. Major Credit Card Billing Statement
2. Utility Bill
3. Telephone Bill
4. Insurance Declaration Page: Must be in effect (expiration date has not passed).
5. Property Tax Bill: Must be for most current year or year immediately preceding.
6. Property Deed: No date requirement.

Be sure to attach a check for \$19.50, payable to "C.L.U.E. Inc." Orders will not be processed without payment in full.

Send the completed order form along with your check to:

**C.L.U.E. Inc. Consumer Center
P.O. Box 105295
Atlanta, GA 30348**

You should receive your file disclosure(s) in the mail approximately 15 business days after we receive your request.

Request Form for C.L.U.E. Property Home Seller's Disclosure Report

Last Name	Suffix (Sr., Jr., III, etc.)	
First Name	Middle Name	
Social Security Number	Date of Birth (Month-Day-Year)	Gender (M/F)

Address for which you are ordering a Home Seller's Disclosure Report.

Street Address	Apt. #	
City	State	ZIP

Complete the following section if your mailing address is different from the address above.

Mailing Address	Apt. #	
City	State	ZIP

Signature

Date

Telephone Number

NOTE: The fee for each Home Seller's Disclosure Report is \$19.50. You must provide appropriate proof of identity and proof of ownership as described on Form CD040 – Instructions for Requesting C.L.U.E. Property Home Seller's Disclosure Report.