

Listing Agent Radon Notification Email

1. The “Listing Agent Email” is sent when the scheduler selects “Notify for This Service”

3700 Arrowood Lane N, Plymouth, MN 55441
Retail Customers

Radon Setup

Access Appt Req Access Start 11:00 AM Access End 12:30 PM

Lock box Code Homeowner will let you in, testing their own home Year Built 1978 Assigned Tech Lisa Laurent

Client Comments No comments

Radon Comments Steve is testing their own home

Contingency Date Not set

SERVICES DURATION WED 2 THU 3 FRI 4 SAT 5 SUN 6

Radon Setup 45 11:00 AM

Radon Pickup 45 11:00 AM

Listing Agent Email
test@example.com Notify for this service Notify for all services

DATE SENT	TYPE	CONTENT	DESTINATION
11/1/2022, 6:35:48 PM	EMAIL		scarvel@comcast.net

2. The purpose of the email is to notify the agent and seller that a radon test is scheduled to be performed and to notify them of the closed house requirements for valid testing.

- Create the content of the email text
- The following variables can be inserted into the text using the “Template Variables”.

Link to Sign Compliance Form

Radon Drop Date

Radon Drop Access Start Time

Radon Drop Access End Time

Radon Pickup Date

Radon Pickup Access Start Time

Radon Pickup Access End Time

Inspection Address

Buyer's Name

Buyer's Phone

Buyer's Email

Listing Agent Name

Listing Agent Phone

Listing Agent Email

Buyer Agent Name

Buyer Agent Phone

Buyer Agent Email

ISN Seller's Agent First Name

ISN Seller's Agent Last Name

ISN Seller's Agent Email

ISN Buyer's Agent First Name

ISN Buyer's Agent Last Name

ISN Buyer's Agent Email

Radon Listing Agent Notification of Required Test Conditions Message

Template Variables

Subject: Important Notice Regarding Radon Testing at Your Listing

Dear Listing Agent,

Your buyer has requested that a radon test be performed on your listing. The test is tentatively scheduled to be setup %radon-drop-date% between %radon-drop-access-start-time% and %radon-drop-access-end-time% and picked up %radon-pickup-date%. **Please note the actual appointment times will be requested through Showingtime or directly with the listing agent.** The Minnesota Department of Health requires certain test conditions beginning 12 hour prior to the start of the test and continue throughout the entire test period. (Due to the limited time given by the transaction we understand that you may be receiving this notice only hours even minutes before the setup appointment. In those cases, our technician will determine if it is necessary to put a delayed start on the test device, which may extend the test by one day.) The test will run for a MINIMUM of 48 hours and may last up to 4 days. The primary condition that will affect the seller is closed house conditions. ALL exterior doors and ALL windows on ALL LEVELS throughout the home must be kept closed. DOORS MAY BE OPENED BRIEFLY FOR NORMAL ENTRY AND EXITING. A "Voluntary Compliance Agreement" is attached for the sellers to review, print, sign and leave at the property near the test device or electronically sign the pdf and return to kathy@homefaxradonservices.com. **Please forward this to the sellers. It is extremely important that the sellers/occupants understand the requirements for an accurate test.** Again, please note, that signing of the agreement is a voluntary show of good faith. **Sellers can follow this link**

The Listing Agent Notification of Required Test Conditions Message message is sent to the listing agent when their email address is provided for a specific test request. If you'd like to customize this message with request-specific details, please select one of the options in the "Template Variables" dropdown menu.

3. A final product might look like this

Radon Listing Agent Notification of Required Test Conditions Message

Template Variables ▾ B I U ↺ ” ‹› H1 H2 ☰ ☷ x₂ x² ☰ ☷ ¶ Normal ▾ A 🎨

Sans Serif ▾ ☰ I_x

Subject: Important Notice Regarding Radon Testing at Your Listing

Dear Listing Agent,

Your buyer has requested that a radon test be performed on your listing. The test is tentatively scheduled to be setup %radon-drop-date% between %radon-drop-access-start-time% and %radon-drop-access-end-time% and picked up %radon-pickup-date%. **Please note the actual appointment times will be requested through Showingtime or directly with the listing agent.** The Minnesota Department of Health requires certain test conditions beginning 12 hour prior to the start of the test and continue throughout the entire test period. *(Due to the limited time given by the transaction we understand that you may be receiving this notice only hours even minutes before the setup appointment. In those cases, our technician will determine if it is necessary to put a delayed start on the test device, which may extend the test by one day.)* The test will run for a MINIMUM of 48 hours and may last up to 4 days. The primary condition that will affect the seller is closed house conditions. ALL exterior doors and ALL windows on ALL LEVELS throughout the home must be kept closed. DOORS MAY BE OPENED BRIEFLY FOR NORMAL ENTRY AND EXITING. A "Voluntary Compliance Agreement" is attached for the sellers to review, print, sign and leave at the property near the test device or electronically sign the pdf and return to kathy@homefaxradonservices.com. **Please forward this to the sellers. It is extremely important that the sellers/occupants understand the requirements for an accurate test.** Again, please note, that signing of the agreement is a voluntary show of good faith. **Sellers can follow this link to sign the voluntary compliance form:** %link-to-sign-compliance-form%

We know the Sellers love their pets, so for their safety and ours, pets should be kenneled or controlled for the appointment. Please do not hesitate to call me if you have any questions or concerns.

A footer is not required. The Homebase will automatically insert the footer from your organization settings

4. Be sure to "Save Changes"

sellers/occupants understand the requirements for an accurate test. Again, please note, that signing of the agreement is a voluntary show of good faith. **Sellers can follow this link to sign the voluntary compliance form:** %link-to-sign-compliance-form%

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The Listing Agent Notification of Required Test Conditions Message message is sent to the listing agent when their email address is provided for a specific test request. If you'd like to customize this message with request-specific details, please select one of the options in the "Template Variables" dropdown menu.

Save Changes

5. If you are sending a Compliance Form for the seller's signature, complete the following "Radon Compliance Form" setup

Setup Template for Signable Compliance Form

1) Go to the "Users & Services" Tab and Open Radon

All Requests Calendar Invoices CRM **Users & Services** Reports Radon Report Settings Manage Contact Information Sign Out

Please note: If you're integrated with Spector, ISN, or Nit Inspekt, orders entered in those systems prior to enabling your services in Homebase may not be created in Homebase. For example: If you offer Chimney inspections as a service in Spector, but don't yet have it enabled in Homebase, Spector inspections with Chimney will not automatically appear in Homebase.

- Invite Technicians
- Invite Clients
- Pending Invitations (3)
- All Technicians (10)
- All Clients (107)
- Radon Enabled**

This section is not used if you are billing through another integrated system such as Nit Inspekt or ISN

Wholesale Base Charge	Retail Base Charge
\$ 135.00	\$ 179.00

From Distance (in miles)	To Distance (in miles)	Distance Charge
0	45	\$ 0.00
46	60	\$ 50.00 Remove

Maximum Travel Distance (in miles)
61

2) Add the signable link to the Listing Agent Notification Email inserting the Template Variable “Link to Sign Compliance Form”

Radon testing performed on a single family home meeting the requirements of the Minnesota Department of Health and AAKSI protocols. No additional charge if multiple test devices

[Save Changes](#)

This description is available as a popup in the order form.

Radon Listing Agent Notification of Required Test Conditions Message

Template Variables: **B I U** Normal

Link to Sign Compliance Form

Radon Drop Date

Radon Drop Access Start Time

Radon Drop Access End Time

Radon Pickup Date

Radon Pickup Access Start Time

Radon Pickup Access End Time

Inspection Address

Buyer's Name

Buyer's Phone

Buyer's Email

Listing Agent Name

Listing Agent Phone

Listing Agent Email

Buyer Agent Name

%radon-drop-access-end-time% and picked up %radon-pickup-date%. **Please note the actual appointment timing or directly with the listing agent.** The Minnesota Department of Health requires certain test the start of the test and continue throughout the entire test period. (Due to the limited time given by the may be receiving this notice only hours even minutes before the setup appointment. In those cases, our sary to put a delayed start on the test device, which may extend the test by one day.) The test will run for a p to 4 days. The primary condition that will affect the seller is closed house conditions. ALL exterior doors and hout the home must be kept closed. DOORS MAY BE OPENED BRIEFLY FOR NORMAL ENTRY AND greement" is attached for the sellers to review, print, sign and leave at the property near the test device or to kathy@homefaxradonservices.com. **Please forward this to the sellers. It is extremely important that the requirements for an accurate test.** Again, please note, that signing of the agreement is a voluntary show of **link to sign the voluntary compliance form: %link-to-sign-compliance-form%** io for their safety and ours, pets should be kenneled or controlled for the appointment. u have any questions or concerns.

Test Conditions Message message is sent to the listing agent when their email address is provided for a specific test request. request-specific details, please select one of the options in the "Template Variables" dropdown menu.

3) Create your Compliance Form

- Graphics can be pasted from your clipboard
- Add the desired text
- Test Property address field can be inserted using the template variable “Inspection Address”

Radon Compliance Form

Template Variables: **B I U** Normal

Signature

Selected Services

If Radon test is enabled for this order

If Water test is enabled for this order

If Sewer test is enabled for this order

If Chimney test is enabled for this order

If Wood Foundation test is enabled for this order

If Intrusive Moisture is enabled for this order

If Mold test is enabled for this order

Current Date

Inspection Address

Buyer's Name

ation of the test device(s).

n professional performing the test.

a Department of Health at their website Radon in Homes (mn.gov/radon)

ss%

er, Tenant, Seller's Realtor etc.): %signature-line%

ices

DEPARTMENT OF HEALTH
Radon Measurement Professional
License Number: Approved On:

etails, please select one of the options in the "Template Variables" dropdown menu.
this agreement template.

d. Insert “Signature” Template Variable

Radon Compliance Form

Template Variables: **B I U** Normal

Signature

Selected Services

If Radon test is enabled for this order

If Water test is enabled for this order

er, Tenant, Seller's Realtor etc.):

DEPARTMENT OF HEALTH

It looks like this:





Seller or Responsible Party Signature and Title (Owner, Tenant, Seller's Realtor etc.):
%signature-line%

e. BE SURE to Hit "Save Changes"

Seller or Responsible Party Signature and Title (Owner, Tenant, Seller's Realtor etc.):
%signature-line%

Homefax Radon Services
Kathy Laurent
Minnesota Licensed Radon Specialist
Lic # RMEA-00013 | 612-201-9602
kathy@homefaxradonservices.com



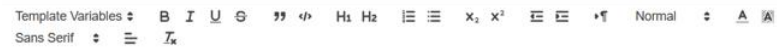


Radon Measurement Professional
License Number: RMEA-00013 Approved On: 11/29/2018
Katherine Laurent
5733 Juneau Ln N
Plymouth, MN 55446
License valid from 01/1/2019 to 01/1/2020

If you'd like to customize this message with request-specific details, please select one of the options in the "Template Variables" dropdown menu. Please make sure to add the "Signature" template variable to this agreement template.



f. The final Document could look something like this



Radon Test Notification and Voluntary Compliance Form

According to MN Statute 144.4961 a license is required for anyone who performs a radon test in a home they do not own or lease. Use of this form meets the licensee's requirement to give written notice of required test conditions to the party responsible for the property, and the requirement to request a signature on a noninterference agreement. To ensure valid test results are obtained, it is critical that the following conditions are maintained for a minimum of 12 hours prior to and during the entire testing period. To the best of my knowledge, I hereby certify that I will maintain the following conditions:

- * Windows shut as well as all exterior doors, except for normal entry and exit
- * Heating and cooling system set to operate normally with the thermostat(s) set between 65 and 80 degrees F
- * Energy or heat recovery ventilators may be operated if regularly maintained and continuously operational
- * Whole house fans not operated
- * Fireplaces not operated (unless they are the primary and normal heating sources)
- * No excessive use of clothes dryers, kitchen exhaust fans, and bathroom fans
- * No tampering, removal or change in the location of the test device(s).

Any questions should be directed to the licensed radon professional performing the test. You can find additional information from the Minnesota Department of Health at their website Radon in Homes (mn.gov/radon)

Test Property: %inspectionaddress%

Seller or Responsible Party Signature and Title (Owner, Tenant, Seller's Realtor etc.):
%signature-line%



Homefax Radon Services
Kathy Laurent
Minnesota Licensed Radon Specialist
Lic # RMEA-00013 | 612-201-9602
kathy@homefaxradonservices.com





Radon Measurement Professional
License Number: RMEA-00013 Approved On: 11/29/2018
Katherine Laurent
5733 Juneau Ln N
Plymouth, MN 55446
License valid from 01/1/2019 to 01/1/2020

- 4) When the Listing Agent email is sent from Homebase, the client receives the email notification you created in step #2 above
- 5) When selecting the link “Sign Here” in the notification email, the client will be directed to this view

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Any questions should be directed to the licensed radon professional performing the test.
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Test Property: 2223 Buffalo Street, White Bear Twp, MN 55110

Seller or Responsible Party Signature and Title (Owner, Tenant, Seller's Realtor etc.):
Signature

Please enter your name and click "Submit Signature" to agree to these terms

Submit Signature



- 6) After submitting signature and title the client receives an emailed copy, a copy is uploaded to the Homebase Reports section and a black dot is added to the calendar appointment.



10/31/2022, 4:57:29 PM EMAIL kathy@homefaxradonservices.com

Service History

DATE CHANGED	SERVICE	EVENT TYPE	SOURCE

Reports Add Report ▾

NAME	TYPE
Radon Compliance Form	Signed Agreement

Order History

Created	Accepted	Invoiced	Paid
10/31/2022, 4:57:29 PM	10/31/2022, 4:59:29 PM	Not set	Not set



7) The signed form will look something like this



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You can find additional information from the Minnesota Department of Health at their website Radon in Homes (mn.gov/radon)

Test Property: 5733 Juneau Lane N, Plymouth, Minnesota 55446

Seller or Responsible Party Signature and Title (Owner, Tenant, Seller's Realtor etc.):

Douglas Laurent - Seller

Signed: 11/2/2022, 12:18:31 AM (UTC)

Homefax Radon Services

Kathy Laurent
Minnesota Licensed Radon Specialist
Lic # RMEA-00013 | 612-201-9602
kathy@homefaxradonservices.com

