Setup Template for Signable Compliance Form

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

	print including of the					
Please note: if you're integr For example, if you offer Ch Homebase.	rated with Spectora. ISN. or himney inspections as a ser	Nut Inspekt, orders entered in those vice in Spectora, but don't yet have it	systems prior to enabling your services in Homebase enabled in Homebase. Spectora inspections with Ch	e may not be created in H imney will not automatical	omebase. Iy appear in	
Invite Technicians					~	
Invite Clients	Invite Clients V					
Pending Invitations (3)	Pending Invitations (3) V					
All Technicians (10)					~	
All Clients (107)					~	
Radon Enabled					^	
This section is not used if y	ou are billing through anot	ther integrated system such as Nut In	pekt or ISN			
Wholesale Base Charge	Retail Base Charge					
\$ 135.00	S	179.00				
From Distance (in miles)		To Distance (in miles)	Distance Charge			
0		45	s	0.00		
From Distance (in miles)	T	fo Distance (in miles)	Distance Charge			
46		60	S	50.00	Remove	
	Maximum Travel Distance (in miles)					
Maximum Travel Distance (in mile	es)					

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



- 3) Create your Compliance Form
 - a. Graphics can be pasted from your clipboard
 - b. Add the desired text
 - c. Test Property address field can be inserted using the template variable "Inspection Address"



d. Insert "Signature" Template Variable

Radon Compliance Form

	Template Variables 🛊 B I U S	77 ⊳ H1 H</th <th>$\mathbf{z} \equiv \mathbf{z} \mathbf{x}_2 \mathbf{x}^2$</th> <th>⊡ ⊡ →¶</th> <th>Normal 🗘 <u>A</u> 🗛</th>	$\mathbf{z} \equiv \mathbf{z} \mathbf{x}_2 \mathbf{x}^2$	⊡ ⊡ →¶	Normal 🗘 <u>A</u> 🗛
(Signature				
	Selected Services	∍r, Tenant, Selle	er's Realtor etc.):		
	If Radon test is enabled for this order				
	If Water test is enabled for this order	diana	DEPA	RTMENT	
lt	looks like this:				
	Template Variables C B I <u>U</u> S	99 «/» H1 H2	$\frac{1}{3} \equiv = \mathbf{x}_2 \mathbf{x}^2$	≣ ⊨ •¶	Normal 😄 🔺 🔉
	Sans Serif 🗧 🚊 👖				

e. BE SURE to Hit "Save Changes"

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



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

Template Variables : B I U S $\mathfrak{H} \ \Phi$ H1 H2 $\exists \exists x_2 x^3 \ \Xi \equiv \mathfrak{H}$ Normal : A A Sans Serif : $\exists I_x$



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 license'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 [512-201-9602 kathy@bomefaxadonservices.com



DEPARTMENT Radon Measurement Professional Liense Number Approved On: NREA0013 11/29/0916 Katherine Lauren 5/33 Juneau Ln N Pymouth, MN 55464 Liense valid from 611/2019 6011/2020

- 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, they will be directed to this view



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	l	hy@homefaxradonservices.com	
Service History				
DATE CHANGED	SERVI	CE	EVENT TYPE	SOURCE
Reports				Add Report 🗸
NAME			TYPE	
Radon Compliance For	m		Signed Agreement	
Order History				
Created 10/31/2022, 4:57:29 PM	Accepted 10/31/2022, 4:59:29 PM	Invoiced Pai Not set No	d t set	

7) The signed form will look something like this



Radon Test Notification and Voluntary Compliance Form

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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



