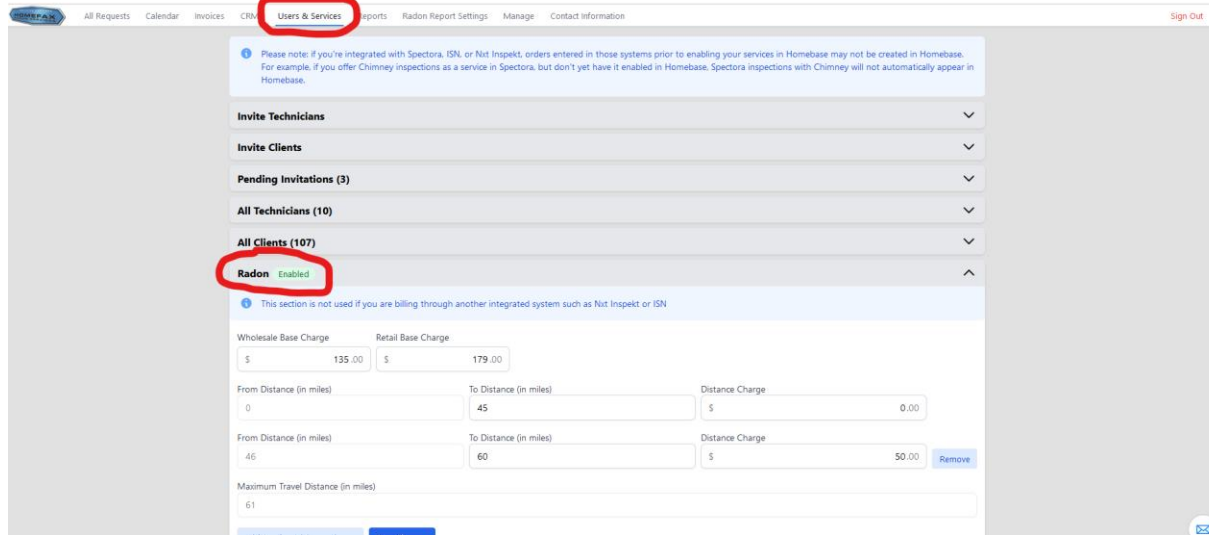
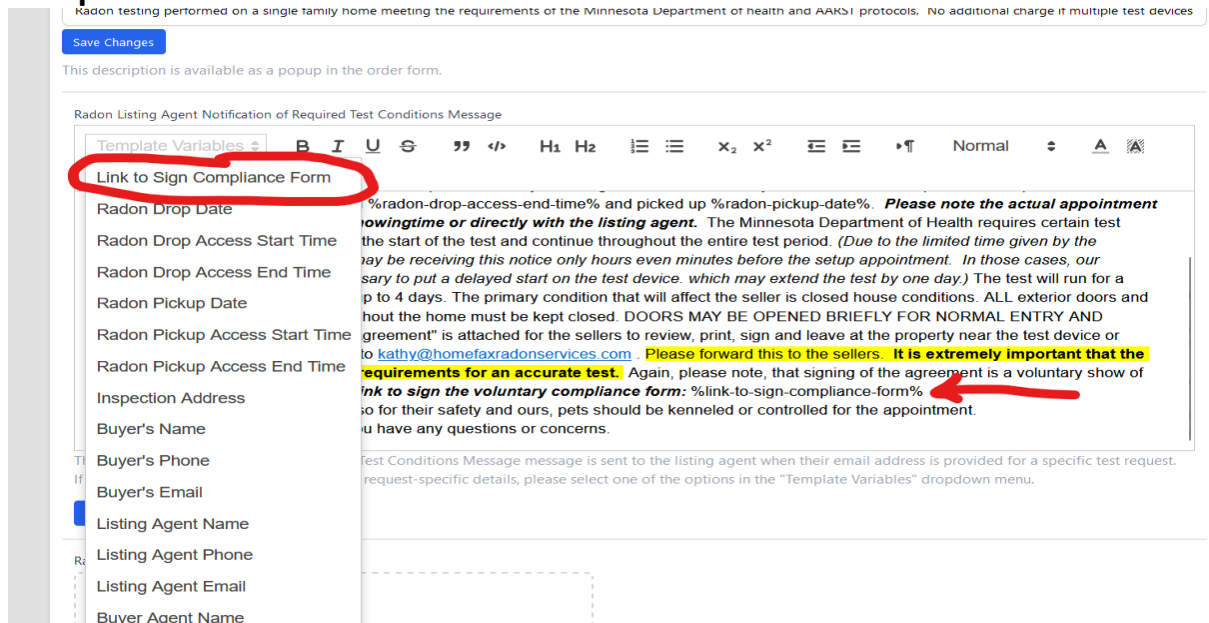


Setup Template for Signable Compliance Form

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

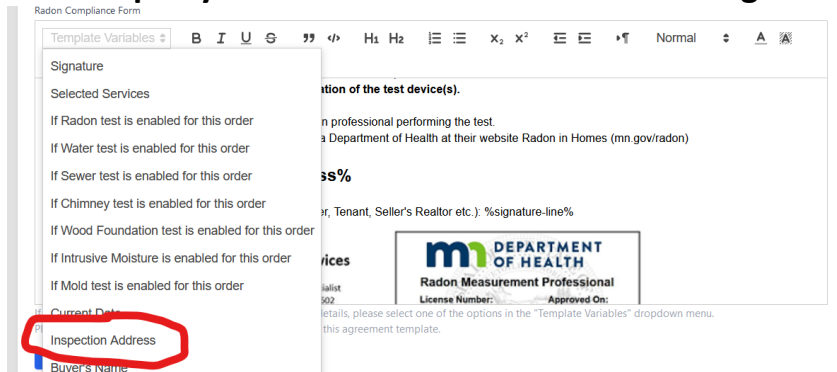


2) Add the signable link to the Listing Agent Notification Email inserting the Template Variable “Link to Sign Compliance Form”

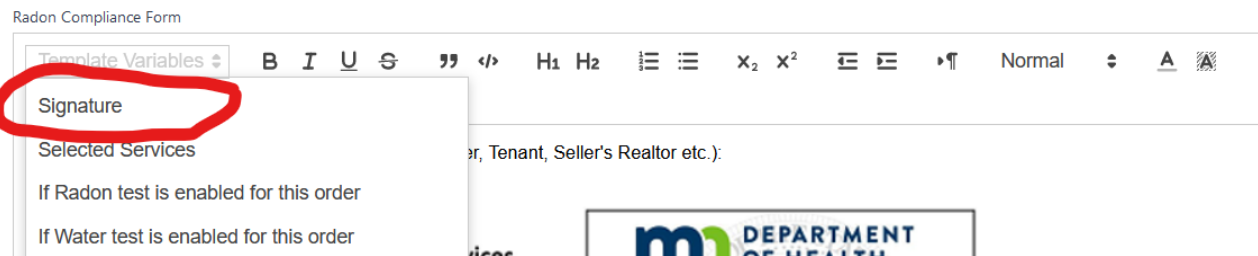


3) Create your Compliance Form

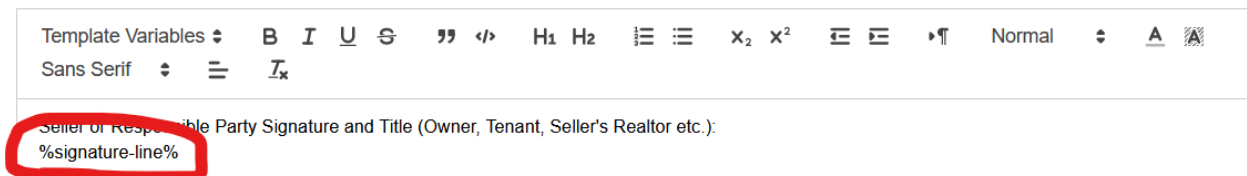
- a. Graphics can be pasted from your clipboard
- b. Add the desired text
- c. Test Property address field can be inserted using the template variable “Inspection Address”



d. Insert “Signature” Template Variable



It looks like this:



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

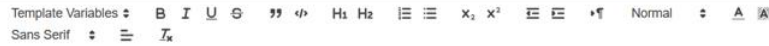
License valid from 01/1/2019 to 01/1/2020

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.

Save Changes



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, they will be directed to this view



Radon Test Notification and Voluntary Compliance Form

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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: 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

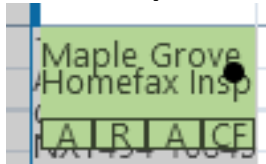
Homefax Radon Services
Kathy Laurent
Minnesota Licensed Radon Specialist
Lic # RMEA-00013 612-201-9602
kathy@homefaxradonservices.com



Radon Measurement Professional

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

- 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



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: 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)

