
PROFESSIONAL SERVICE AGREEMENT

This Professional Service Agreement (“Agreement”) is made between the St. Charles Parish Government (“Client”) and CivicSource®, to be effective as of the date of the last signature below.

SECTION 1. SERVICES. CivicSource® shall provide and/or perform the professional services (“Services”) detailed on the attached Services Schedule at the direction of Client.

SECTION 2. INDEMNITY. CivicSource® shall indemnify Client from claims that arise out of any act or omission by CivicSource® in the performance of the Services.

SECTION 3. COOPERATION. CivicSource® shall cooperate with Client and with any other parties deemed necessary for performance of the Services. Client shall provide CivicSource® property data and access to personnel deemed necessary for performance of the Services. All property data shall be provided in a digitally readable file format, such as TXT or CSV, at no cost to CivicSource®.

SECTION 4. COMPENSATION. Compensation shall be as indicated on the attached Schedule. Costs are subject to change upon written notice from CivicSource®. Payments are due within thirty days of invoicing.

SECTION 5. TERM; RENEWAL. This Agreement commences on the date of the last signature below and continues for one year. It can be canceled at any time by either party upon sixty-days written notice. Annual renewals are automatic.

SECTION 6. MISCELLANEOUS. CivicSource® shall not be deemed an employee, partner or joint venturer of Client but rather shall provide Services as an independent contractor. All software, technology, systems, processes, discoveries, know-how, materials, procedures, concepts, databases, marks, and any and all other intellectual property used or improved upon during the performance of the Services shall be and remain the exclusive property of CivicSource®. Amendments or modifications to this Agreement shall be in writing and approved by both parties.

THUS DONE AND AGREED UPON, by the parties hereto, through their authorized representatives, upon execution of this Agreement.

ST. CHARLES PARISH GOVERNMENT

CIVICSOURCE®

Name: Matthew Jewell
Title: Parish President
Date:

Name: Bryan Barrios
Title: Chief Executive Officer
Date:

ADJUDICATED PROPERTY SERVICE AND COST SCHEDULE

Pre-Auction	Cost
Preliminary Verification Research	\$175
Yard Sign Advertisement	\$55
Property Inspection	\$50
30-Year Title Abstract	\$295
Title Examination Report	\$275
Interested Party Research	\$425
First-Class & Certified Mail Notice Set	\$19.50
Yard Sign Notice	\$35
Journal Publication	As quoted
Insurability Underwriting	\$375
Judicial Notice (If necessary)	\$200

Post-Auction	Cost
Payment Processing	\$15
Title Update	\$125
HUD-1 Settlement & Escrow	\$250
Closing Documentation	\$175
Notary Service	\$175
Inscription Cancellation	\$125
Sale Filing	As quoted
Affidavit Filing	\$425
Courier & Delivery	\$50

Insurance	Cost
Title Insurance Policy	\$150 ¹
Tax Sale Policy Endorsement	\$1,000 ²

¹ Based on coverage of \$12,000 or less.

² Based on coverage of \$25,000 or less.

