

Sale Information & Agents Instructions to Open Escrow

DATE: _____

ESTIMATED CLOSE OF ESCROW: _____

Please provide copies of the following items to open escrow

1. Executed Purchase Agreement and all Counter Offers
2. Earnest Money Deposit
3. Lenders Pre-approval or Pre-qualification Letter
4. Copy of Last Recorded Grant Deed from Property Profile

Purchase Price: \$ _____
Acceptance Date : _____
Mello-Roos \$ _____

Listing Sold _____
Contract Date: _____
Special Tax \$ _____

Sale _____ **Short sale? Yes / No**
No. of Counter Offers _____
Year Built: _____

Property Address: _____

APN # _____

Referral, if any: Office: _____ Agent Name: _____
 Address: _____ City _____ State _____ Zip _____
 Brokers License # _____ Tax ID # _____ Fee: _____ % or \$ _____

Title Company: _____
 Listing Pre Order# _____
 Office Phone: _____
 Title Rep: _____

Seller Name(s): _____
 Address: _____

 Phone # _____
 Mail C/O Agent or directly to address provided (**circle one**)
 Social Security #'s _____
 Seller #1 _____ Seller #2 _____

Buyer Name(s): _____
 Address: _____

 Phone # _____
 Mail C/O Agent or directly to address provided (**circle one**)

HOA Name: _____
 Management Company: _____
 Dues Amount per Month: _____
 Phone #: _____

Contingency Escrow: _____
 Phone #: _____ Fax # _____
 Escrow Officer # _____ Escrow # _____

NOTES: Other Terms & Conditions Escrow is to be concerned with:

Escrow Company: _____
 Escrow Officer: _____ Escrow #: _____
 Address: _____
 Phone #: _____ Fax #: _____

Listing Company: _____
 Agent: _____ Commission % _____
 Address: _____
 Office # _____ Cell # _____
 Existing Lender Name: _____
 Loan Number: _____

Selling Company: _____
 Agent: _____ Commission % _____
 Address: _____
 Office #: _____ Cell # _____

Termite Company: _____
 Who Pays: _____ Limit: _____

Home Warranty: _____
 Who Pays: _____ Limit: _____

Is Seller paying costs for buyer _____
 How Much: _____
 Any other Credits: _____