

# CENTURY 21 HOMESTAR ESCROW LETTER / TRANSACTION WORKSHEET

|                         |                      |
|-------------------------|----------------------|
| PROPERTY ADDRESS: _____ |                      |
| MLS #: _____            | SALE PRICE: _____    |
| CONTRACT DATE: _____    | TRANSFER DATE: _____ |
| BUYERS: _____           | SELLERS: _____       |
| ADDRESS: _____          | ADDRESS: _____       |
| _____                   | _____                |
| MOBILE: _____           | MOBILE: _____        |
| EMAIL: _____            | EMAIL: _____         |
| BUYER'S AGENT: _____    | SELLER'S AGENT _____ |
| COMPANY: _____          | COMPANY: _____       |
| MOBILE: _____           | MOBILE: _____        |
| EMAIL: _____            | EMAIL: _____         |
| LENDER: _____           | TITLE COMPANY: _____ |
| CONTACT: _____          | CONTACT: _____       |
| PHONE: _____            | PHONE: _____         |
| EMAIL: _____            | EMAIL: _____         |

**COMMISSION: 31005 BAINBRIDGE ROAD, SOLON, OHIO 44139 .**

**BUYER'S \$ \_\_\_\_\_ + \$250 (see contract) = \$ \_\_\_\_\_ .**  
\* \$250 is a document service fee that should be a line item on the HUD Settlement Statement

**SELLER'S \$ \_\_\_\_\_ + \$250 (see listing) = \$ \_\_\_\_\_ .**  
\* \$250 is a minimum commission that is added to total. **NOT** a separate line item on the HUD

EARNEST MONEY AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_  
AGENT / OFFICE WHERE DEPOSITED: \_\_\_\_\_

HOME WARRANTY COMPANY: \_\_\_\_\_ AMOUNT: \_\_\_\_\_  
PAID BY BUYER OR SELLER: \_\_\_\_\_

ESCROW INSTRUCTIONS TO TITLE COMPANY:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AGENT INSTRUCTIONS TO CENTURY 21 HOMESTAR. (Please write comments to office)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_