

Escrow Letter Step-by-step

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EXAMPLE

ESCROW LETTER / TRANSACTION WORKSHEET
CENTURY 21 HOMESTAR

HEADQUARTERS: 31005 Bainbridge Road, Solon Ohio 44139

Estimated date of closing.

PROPERTY ADDRESS: 123 Main Street, City OH 44111

MLS #: 4321111

SALE PRICE: 150000

CONTRACT DATE: 2/19/2021

TRANSFER DATE: 3/19/2021

Put as much of this info as you know in, at minimum their first and last name.

BUYERS: Betty Buyer

SELLERS: Sally Seller

ADDRESS: 12344 Nowhere St
Chardon, OH 44024

ADDRESS: 123 Main St
City, OH 44111

MOBILE: 440-668-5555

MOBILE: 216-111-2222

EMAIL: bettybuyer@gmail.com

EMAIL: sallyseller@gmail.com

BUYER'S AGENT: Bob Buyer Agent

SELLER'S AGENT: Larry List Agent

COMPANY: Century 21 Homestar

COMPANY: Howard Hanna

MOBILE: 440-449-9100

MOBILE: 440-555-5555

EMAIL: bobrealtor@gmail.com

EMAIL: larrylist@hh.com

If for sale by owner put info here

If it is a cash deal, you can just write "cash" here.

LENDER: Liberty Mtg

TITLE COMPANY: Ohio Real Title

CONTACT: Kelly Ann Worthington

CONTACT: Janelle Keifer

PHONE: 440-346-6003

PHONE: 440-554-4559

EMAIL: KWorthington@LibertyHM.com

EMAIL: JanelleKeifer@OhioRealTitle.com

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Only fill in your commission here, not the other side. If you are the only agent or a dual agent, both buyer and seller will pay \$250 fees. Make sure to calculate the dollar amount, do not put just percentage of sales price.

COMMISSION TO CENTURY 21 HOMESTAR: _____

BUYER'S \$ 4500 + \$250 (see contract) = \$ 4750 _____

* \$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

If these do not apply, leave blank.

EARNEST MONEY AMOUNT: 1000 DATE: 2/19/2021

AGENT / OFFICE WHERE DEPOSITED: Ohio Real Title

HOME WARRANTY COMPANY: America's Preferred AMOUNT: 425

PAID BY BUYER OR SELLER: Seller

These are instructions for title to follow during closing, for example if they are paying out a referral to referral company/broker or agent paying for a home warranty, etc. Always give title the referral agreement for instructions

ESCROW INSTRUCTIONS TO TITLE COMPANY:

Title to pay referral to Op City from buyer's agent commission of \$1662.50, balance of \$3087.50 paid to Century 21 Homestar

Title to send a copy of the seller settlement statement with payment to Op City

Title to pay Howard Hanna 25%

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

Referral to Amy Agent C21 Homestar of 25%

These are instructions for the office only when processing the commission after the deal has closed. This can also include referrals to other agents in Homestar