

Escrow Letter for Rentals

Step-by-step

CENTURY 21 HOMESTAR ESCROW LETTER / TRANSACTION WORKSHEET

Fill out as much as you can

PROPERTY ADDRESS: _____

MLS #: _____

CONTRACT DATE: _____

BUYERS: _____ Tenant info, at

ADDRESS: _____ minimum first and
last name

MOBILE: _____

EMAIL: _____

BUYER'S AGENT: _____ Agent info for tenant

COMPANY: _____

MOBILE: _____

EMAIL: _____

~~LENDER: _____~~

~~CONTACT: _____~~

~~PHONE: _____~~

~~EMAIL: _____~~

SALE PRICE: _____ Monthly lease amount

TRANSFER DATE: _____ Estimated date tenant receives
keys and can move-in

SELLERS: _____

ADDRESS: _____ Landlord info, at minimum
first and last name

MOBILE: _____

EMAIL: _____

SELLER'S AGENT _____ Agent info for landlord

COMPANY: _____

MOBILE: _____

EMAIL: _____

~~TITLE COMPANY: _____~~

~~CONTACT: _____~~

~~PHONE: _____~~

~~EMAIL: _____~~

These can be kept blank or you can write "na" since neither apply in a rental

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Only fill out the side that applies to you. There is no \$250 fee for rentals.

COMMISSION: 31005 BAINBRIDGE ROAD, SOLON, OHIO 44139	
Tenant side commission	
BUYER'S \$	+ \$250 (see contract) = \$
* \$250 is a document service fee that should be a line item on the HUD Settlement Statement	
Landlord side commission	
SELLER'S \$	+ \$250 (see listing) = \$
* \$250 is a minimum commission that is added to total. NOT a separate line item on the HUD	

These two can be left blank or you can write "na" as neither apply to rentals.

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)	

Normally, commission will be sent to the office by the landlord so there is no title company. This can be left blank as well or you can write in "na".

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 the company.