

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: _____

ADDRESS: _____

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: _____

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 \$350 fee for rentals.

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

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".

31320 Solon Rd. Suite 17, Solon Ohio 44139

COMMISSION:

Tenant side commission

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

* 350 is a document service fee that should be a line item on the HUD Settlement Statement

Landlord side commission

SELLER'S \$ + ~~\$250 (see listing)~~ = \$ _____

* 350 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)

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.