

EXAMPLE

**ESCROW LETTER / TRANSACTION WORKSHEET**  
**CENTURY 21 HOMESTAR**

HEADQUARTERS: 31320 Solon Road, Suite 17 Solon Ohio 44139

PROPERTY ADDRESS: 123 Main Street, City OH 44111

MLS #: 4321111

CONTRACT DATE: 2/19/2021

SALE PRICE: 150000

TRANSFER DATE: 3/19/2021

BUYERS: Betty Buyer

ADDRESS: 12344 Nowhere St

Chardon, OH 44024

MOBILE: 440-668-5555

EMAIL: bettybuyer@gmail.com

SELLERS: Sally Seller

ADDRESS: 123 Main St

City, OH 44111

MOBILE: 216-111-2222

EMAIL: sallyseller@gmail.com

BUYER'S AGENT: Bob Buyer Agent

COMPANY: Century 21 Homestar

MOBILE: 440-449-9100

EMAIL: bobrealtor@gmail.com

SELLER'S AGENT Larry List Agent

COMPANY: Howard Hanna

MOBILE: 440-555-5555

EMAIL: larrylist@hh.com

LENDER: Liberty Mtg

CONTACT: Kelly Ann Worthington

PHONE: 440-346-6003

EMAIL: KWorthington@LibertyHM.com

TITLE COMPANY: Ohio Real Title

CONTACT: Janelle Keifer

PHONE: 440-554-4559

EMAIL: JanelleKeifer@OhioRealTitle.com

**COMMISSION TO CENTURY 21 HOMESTAR:**

**BUYER'S \$ 4500 + \$350 (see contract) = \$ 4750**

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

**SELLER'S \$ + \$350 (see listing) = \$**

\* \$350 is a minimum commission that is added to total. **NOT** a separate line item on the HUD

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

**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

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

Referral to Amy Agent C21 Homestar of 25%

Commission only fill in your client line