

# ESCROW LETTER / TRANSACTION WORKSHEET

## CENTURY 21 HOMESTAR

HEADQUARTERS: 31320 Solon Road #17, Solon Ohio 44139

PROPERTY ADDRESS: \_\_\_\_\_

MLS #: \_\_\_\_\_

CONTRACT DATE: \_\_\_\_\_

SALE PRICE: \_\_\_\_\_

TRANSFER DATE: \_\_\_\_\_

BUYERS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SELLERS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUYER'S AGENT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SELLER'S AGENT \_\_\_\_\_

COMPANY: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LENDER: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TITLE COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**\*\* See below for buyer broker compensation breakdown\*\***

### COMMISSION TO CENTURY 21 HOMESTAR:

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

\* \$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

BUYER AGREES TO PAY: \$ \_\_\_\_\_

SELLER AGREES TO PAY: \$ \_\_\_\_\_

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)