

EXAMPLE ONLY

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

HEADQUARTERS: 31320 Solon Road #17, Solon Ohio 44139

FILL OUT ALL FIELDS

PROPERTY ADDRESS: _____

MLS #: _____

SALE PRICE: _____

CONTRACT DATE: _____

TRANSFER DATE: _____

BUYERS: _____

SELLERS: _____

ADDRESS: _____

ADDRESS: _____

MOBILE: _____

MOBILE: _____

EMAIL: _____

EMAIL: _____

BUYER'S AGENT: _____

SELLER'S AGENT _____

COMPANY: _____

COMPANY: _____

MOBILE: _____

MOBILE: _____

EMAIL: _____

EMAIL: _____

LENDER: _____

TITLE COMPANY: _____

CONTACT: _____

CONTACT: _____

PHONE: _____

PHONE: _____

EMAIL: _____

EMAIL: _____

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

COMMISSION TO CENTURY 21 HOMESTAR:

Only fill in line for Your Client

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

If you are the only AGENT both sides pay the \$350

If you represent the seller, Only fill out sellers line with what we are being paid

See Buyer Broker Compensation Agreement

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)

If you have to pay a referral company title must send the settlement statement showing the commission paid to our side including the \$350 fee