

ESCROW OPEN FORM: LISTING AGENT

PLEASE NOTE: All fees, charges, credits, rents, costs and/or price changes WILL RESULT IN A DELAY OF CLOSING.

SELLER INFO

Mailing Address: _____
Email address: _____
Phone #: _____
Paperwork delivery preference: Agent Only via email hard copy overnight
SSN or Tax ID: _____

Has title been opened?: Y N
Title Co: _____
Rep: _____
Is there a Rentback? Y N (if added later, will cause severe delay in the close of escrow)
Terms: _____

AGENT INFO

Paperwork delivery preference: mail email extra copy
Mailing Address: _____ email address: _____
Does your office charge a Base Commission/Admin Fee?: Y N (must provide signed agreement)
Amount : \$ _____
Transaction Coordinator: Y N
Contact Info: _____
Commission Split: Listing Agent: _____ Selling Agent: _____

BILLS AND PAYMENTS

NHD Company: _____
Termite: Y N Contact info: _____
HPP Company: _____ Rep: _____
Retrofit? Y N Contact info: _____
City Report: Y N (Please provide check)
Who is signing the Water Cert? (city of LA only): Retrofitter Agent
Does the property have SOLAR PANELS: Y N
Please indicate the agreement between buyer and seller: _____
Solar Panel Co.: _____
Contact info: _____
Account # : _____
(ALL SOLAR PANEL AGREEMENTS ARE HANDLED BETWEEN PARTIES AND AGENTS)
Other bills to be paid through escrow (not listed on contract)? Y N
List below with account/ reference numbers:

HOA

Does the property have an HOA? : Y N More than one? Y N (provide additional info)
HOA Co.: _____ Management Co: _____
HOA Contact info: _____ Management Contact info: _____
Transfer Fee: \$ _____
Doc Fee: \$ _____
Dues: \$ _____
Payment Current: Y N Current amount owed (if any): \$ _____

SPECIAL INSTRUCTIONS:

Form Completed by: