



ESCROW INTAKE SHEET

| TRANSACTION INFORMATION | | | |
|--|---|--------------------------------------|---|
| PROPERTY ADDRESS: | | | |
| ACCEPTANCE DATE: | | SALES PRICE: | |
| COUNTER OFFER: | <input type="checkbox"/> YES <input type="checkbox"/> NO | IF YES, # OF COUNTER(S) : | |
| TYPE OF SALE: | | DUAL AGENCY: | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| CLIENT INFORMATION | | | |
| SELLER INFORMATION | | BUYER INFORMATION | |
| SELLER 1 NAME: | | BUYER 1 NAME | |
| PHONE: | | PHONE: | |
| EMAIL: | | EMAIL: | |
| SELLER 2 NAME | | BUYER 2 NAME | |
| PHONE: | | PHONE: | |
| EMAIL: | | EMAIL: | |
| ESCROWS INSTRUCTIONS ARE TO BE: | <input type="checkbox"/> EMAILED <input type="checkbox"/> PRINTED/SEND TO CLIENT <input type="checkbox"/> AGENT <input type="checkbox"/> SCHEDULE APPOINTMENT | | |
| SALES INFORMATION | | | |
| LISTING AGENT | | SELLING AGENT | |
| AGENT NAME: | | AGENT NAME: | |
| PHONE: | | PHONE: | |
| EMAIL: | | EMAIL: | |
| BROKER: | | BROKER: | |
| COMMISSION: | <input type="checkbox"/> % <input type="checkbox"/> FLAT FEE (\$) | COMMISSION: | <input type="checkbox"/> % <input type="checkbox"/> FLAT FEE (\$) |
| TC NAME: | | TC NAME: | |
| TC EMAIL: | | TC EMAIL: | |
| TC PHONE: | | TC PHONE: | |
| COMMISSION DISBURSMENT: | <input type="checkbox"/> CDA <input type="checkbox"/> DIRECT DEPOSIT <input type="checkbox"/> PAPER CHECK DIRECT DEPOSIT NOTICE: INFORMATION MUST BE ON FILE WITH OFFICE MANAGER REAL ESTATE FILE <u>MUST</u> BE COMPLETE AND COMPLIANT BEFORE RELEASE | | |
| LENDER INFORMATION | | TITLE COMPANY | |
| COMPANY: | | COMPANY: | |
| OFFICER: | | OFFICER: | |
| PHONE: | | PHONE: | |
| EMAIL: | | EMAIL: | |
| HOA INFORMATION | | NOTES/COMMENTS/SPECIAL INSTRUCTIONS: | |
| HOA NAME: | | | |
| MANAGEMENT: | | | |
| PHONE: | | | |
| EMAIL: | | | |

WHEN READY TO OPEN ESCROW, PLEASE SUBMIT THIS FORM, ALONG WITH YOUR FULLY EXECUTED CONTRACTS (PURCHASE AGREEMENT & COUNTERS) TO YOUR ESCROW TEAM.