



SALES ESCROW WORKSHEET

For Use on Seller-Occupied SFR Properties

Prepared by: Agent _____
Broker _____

Phone _____
Email _____

NOTE: This form is used by an agent as a worksheet when preparing to dictate instructions for opening a sales escrow, to organize and collect supporting documents the escrow officer will need to efficiently prepare escrow instructions, clear conditions and close escrow.

DATE: _____, 20_____, at _____, California.
BY: _____

1. PARTIES, PROPERTY AND PRICE:

1.1 Date escrow to close _____

1.2 Property address _____

Parcel number _____

City _____ County _____, California.

1.3 Price \$ _____

Down payment \$ _____

Initial deposit into escrow \$ _____

Loan amount on closing \$ _____

1.4 Seller's name _____

Address _____

Phone _____ Fax _____ Email _____

Seller's broker _____

Buyer's name _____

Address _____

Phone _____ Fax _____ Email _____

Buyer's broker _____

2. LIENS OF RECORD:

	First Trust Deed	Second Trust Deed
Original amount	\$ _____	\$ _____
Current balance	\$ _____	\$ _____
interest rate	_____ % <input type="checkbox"/> ARM	_____ % <input type="checkbox"/> ARM
	Type _____	Type _____
Monthly payments	\$ _____	\$ _____
Due date	_____	_____
Assumed or reconveyed	_____	_____
Loan number	_____	_____
Lender(s) name and address(es)	_____	

2.1 Bond or assessment lien balance of \$ _____, payable \$ _____ annually, including interest at the rate of _____%.

District name _____

Address _____

Phone _____ Fax _____ Email _____

2.2 New Trust Deed loan in amount of \$ _____, payable approximately \$ _____ monthly, including interest at the annual rate of _____% fixed; ARM.

Loan charges to be paid by _____.

2.3 Seller Carryback Note and Trust Deed \$ _____ payable \$ _____ monthly, or more, including annual interest of _____%, all due _____ years from close.

First payment due _____, 20_____.

Contract collection clause [See RPI Form 442 §3]

90-day balloon payment notice provision (mandatory on one-to-four residential units) [See RPI Form 418-3]

Late charge of \$ _____ after _____ days [see RPI Form 418-1]

Prepayment penalty [See RPI Form 418-2]

- Due-on-sale clause
- All-inclusive Note and Trust Deed addendum [See **RPI** Form 442 or 443]
- Tax reporting service charge to be paid by _____
- Request for Notice of Default/Delinquency on senior Trust Deed [See **RPI** Form 412]

3. DISCLOSURES CHECKED ARE YET TO BE MADE TO BUYERS:

- 3.1 Lead-based paint disclosure for pre-1978 residences — right to inspect/waiver. [See **RPI** Form 313]
 - Buyer's receipt Seller's compliance
 - Buyer's Broker's acknowledgement Listing Broker's acknowledgement
- 3.2 Condition of Property — Transfer Disclosure Statement (TDS). [See **RPI** Form 304]
 - Buyer's receipt Seller's compliance
 - Buyer's Broker's visual inspection Listing Broker's visual inspection
 - a. Environmental Hazards Guide for Homeowners and Buyers.
 - Buyer's receipt
 - b. Home Energy/Rating Information Booklet.
 - Buyer's receipt Seller's compliance report
 - Buyer's Broker's acknowledgment Listing Broker's acknowledgment
- 3.3 Natural Hazard Disclosure Statement — three-day right to cancel. [See **RPI** Form 314]
 - Buyer's Receipt Seller's compliance Listing Broker's acknowledgement
 - a. Homeowner's Guide to Earthquake Safety (pre-1960 housing, woodframe, no slab). [See **RPI** Forms 315 and 316]
 - Buyer's receipt Seller's compliance
 - b. Commercial Guide to Earthquake Safety for pre-1975 housing (unreinforced masonry, woodframe roof or floors).
 - Buyer's receipt Seller's compliance report
 - Buyer's Broker's acknowledgment Listing Broker's acknowledgment
- 3.4 Mello-Roos bond conditions — Notice of Special Tax [District _____]
 - Buyer's receipt
- 3.5 Seller's Neighborhood Security Disclosure. [See **RPI** Form 321]
 - Buyer's receipt Seller's compliance
- 3.6 Certificates for
 - Well Water Septic System
 - Buyer's approval Seller's compliance
- 3.7 Tax withholding disclosures. [See **RPI** Forms 301 and 301-1]
 - Seller's compliance State Federal Escrow's Receipt
- 3.8 Homeowners' association (HOA) documentation: articles, by-laws, CC&Rs, current and approved/additional assessments and unpaid assessments, fines, charges on Seller, unenforceable age restrictions, notice of Owner's violation, list and status of property defects, operating budget, operating rules, CPA's financial statements, insurance policy summary, notice of litigation, and collection and lien enforcement policies.
 - Buyer's receipt Seller's compliance
- 3.9 Financial Disclosure Statement — For Entering into a Seller Carryback Note. [See **RPI** Form 300]
 - Buyer's receipt Seller's receipt
 - Buyer's Broker's acknowledgment Listing Broker's acknowledgment
- 3.10 Estimated closing statement — approved prior to closing. [See **RPI** Form 402]
 - Buyer's approval Seller's approval
- 3.11 Ordinance Compliance — Local Option Disclosure: city occupancy report, water conservation, retrofit. [See **RPI** Form 307]
 - Buyer's receipt Seller's compliance
 - Buyer's Broker's acknowledgment Listing Broker's acknowledgement
- 3.12 Property operating data. [See **RPI** Form 352]
 - Buyer's receipt Seller's compliance

4. SELLER COMPLIANCE:

- 4.1 Termite report and clearance
- 4.2 Water heater strapping/bracing installed
- 4.3 Smoke detector installed/operative
- 4.4 Home warranty policy
Insurer _____
Coverage _____
- 4.5 Payoff demand
- 4.6 Beneficiary Statement approval by Buyer [See **RPI** Form 415]

- 4.7 Bill of sale on personal property sold [See **RPI** Form 436-1]
- 4.8 Holdover Occupancy Agreement [See **RPI** Form 272]
 - Buyer's receipt Seller's receipt
- 4.9 Release of Recorded Instrument [See **RPI** Form 409]
- 4.10 _____

5. BUYER COMPLIANCE:

- 5.1 Preliminary title report approval Buyer's receipt
- 5.2 New financing approval
 - Buyer's receipt Seller's receipt
- 5.3 Interim Occupancy Agreement (pre-closing occupancy) [See **RPI** Form 271]
 - Buyer's compliance Seller's compliance
- 5.4 Submission of credit application for carryback note [See **RPI** Form 302]
 - Seller approval Buyer's compliance
- 5.5 Beneficiary statement on loan takeover or assumption [See **RPI** Form 416]
 - Buyer's approval
- 5.6 Fire/hazard insurance agent _____
 - Carryback Seller as loss payee
- 5.7 Appraisal of property's fair market value
 - Buyer's approval
- 5.8 Home inspector's report [See **RPI** Form 269]
 - Buyer's approval
- 5.9 Final pre-closing walk-through inspection [See **RPI** Form 270]
 - Buyer's approval Seller's compliance
- 5.10 _____

6. PRO RATES, ADJUSTMENTS AND MISC. INSTRUCTIONS:

- 6.1 Impound account on loan takeover to be:
 - Charged to Buyer and credited to Seller.
 - Transferred without adjustments.
- 6.2 Pro rates and credits from date of closing, or other date _____:
 - Property taxes and Mello-Roos type bonds Rents/Security deposits
 - Balance/Interest on loan takeover Association assessments
- 6.3 _____

7. TITLE POLICY:

- 7.1 Seller's vesting _____
- 7.2 Buyer's vesting _____
 - Taking title as:
 - Joint tenants Community property with right of survivorship
 - Separate property Community property Tenants in common
 - An individual An unmarried person
- 7.3 Title company _____
- 7.4 Title policy _____
 - ALTA CLTA Abstract
 - ALTA-R Homeowners(s) (one-to-four units) Binder
 - Joint protection Lenders Owners (other than on-to-four units)
- Premium to be paid by _____
- 7.5 Other title conditions _____

- 8. **BROKERAGE FEES:** in mutual instructions in supplemental Seller instructions
 - \$ _____ to _____ paid by _____
 - \$ _____ to _____ paid by _____

Agent: _____ CalBRE #: _____ Date: _____, 20____