

# AUTHORIZATION TO PREPARE SALES ESCROW INSTRUCTIONS

For SFR or CID Unit Take Sheet

**NOTE:** This form is used by a seller's or buyer's agent when a buyer and seller have entered into purchase agreement, to authorize escrow to prepare escrow instructions.

**DATE:** \_\_\_\_\_, 20\_\_\_\_\_. Prepared by \_\_\_\_\_.

### TO ESCROW SERVICES PROVIDER:

Escrow Officer \_\_\_\_\_  
Escrow/Title Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Escrow Number \_\_\_\_\_

### FROM AGENT/BROKER:

Sales Agent \_\_\_\_\_  
CalBRE#: \_\_\_\_\_  
Broker \_\_\_\_\_  
CalBRE#: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Listing Number \_\_\_\_\_

1. Property address \_\_\_\_\_
2. Buyer's name for vesting \_\_\_\_\_  
Current address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_  
New address after closing \_\_\_\_\_
3. Seller's name \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_
4. Terms of sale:
  - 4.1 Price to be paid \$ \_\_\_\_\_
  - 4.2 Mello-Roos Improvement Bond \$ \_\_\_\_\_ [See **RPI** Form 137]
  - 4.3 Assume first trust deed of record \$ \_\_\_\_\_  
Assume second trust deed of record \$ \_\_\_\_\_
  - 4.4 Trust deed of record \$ \_\_\_\_\_ type \_\_\_\_\_  
Trust deed of record \$ \_\_\_\_\_ type \_\_\_\_\_
  - 4.5 Cash down payment \$ \_\_\_\_\_
5. Buyer's deposit into escrow \$ \_\_\_\_\_,  attached,  to come.
6. Date scheduled for closing \_\_\_\_\_, 20\_\_\_\_\_.
7. Seller carryback approximate amount \$ \_\_\_\_\_, interest rate \_\_\_\_\_%, payable \$ \_\_\_\_\_ each  
 consecutive,  third,  sixth or  twelfth month, with a due date of \_\_\_\_\_, 20\_\_\_\_\_.  
Specific provisions: (late charge / prepayment penalty / due-on clause) \_\_\_\_\_  
 Prepare and record Request for Notice of Default and Notice of Delinquency. [See **RPI** Form 412]
8. The new Lender \_\_\_\_\_  
Loan representative \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_
9. Insurance agency for Buyer \_\_\_\_\_  
Agent's name \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_
10. Title Company \_\_\_\_\_, Representative \_\_\_\_\_  
Type of policy \_\_\_\_\_  
Legal description  deed attached, \_\_\_\_\_  
\_\_\_\_\_  
Parcel number \_\_\_\_\_  
Vesting for Buyer (joint tenancy / tenancy-in-common / community property) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10.1  The property is located within a common interest development (CID) under a Homeowners' Association (HOA) managed by:

Management Company \_\_\_\_\_ Representative \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

11. Rental or lease agreements to be assigned.

12. Standard proportions to close of escrow \_\_\_\_\_

13. Under your instructions, you are to be concerned with:

13.1 Buyer's approval of:

- a.  Preliminary title report to be ordered by escrow.
- b. Condominium documents to be orderd by escrow:
  - Statement of condition of assessment.
  - Copies from the HOA of any notices to Sellers of CC&Rs violations and any assessment charges not yet payable.
  - Copies of the HOA's articles, bylaws, CC&Rs and lien enforcement policies, operating budget, CPA's financial review, operating rules, insurance policy summary and any age restriction statements.
- c.  Estimated Closing (Settlement) Statement.
- d. \_\_\_\_\_
- e. \_\_\_\_\_

13.2 Seller's approval of:

- a.  Estimated Closing (Settlement) Statement.
- b.  Beneficiary payoff demand.
- c. \_\_\_\_\_
- d. \_\_\_\_\_

13.3 Clearance prior to closing of:

- a.  Structural pest control operator's  report,  clearance.
- b.  Home warranty policy insured by \_\_\_\_\_
- c.  County/City certificate of  occupancy,  water conservation,  retrofit,  \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

14. Liens of record:

|             | First trust deed | Second trust deed | Third trust deed/abstract |
|-------------|------------------|-------------------|---------------------------|
| Lender      | _____            | _____             | _____                     |
| Address     | _____            | _____             | _____                     |
| Loan Number | _____            | _____             | _____                     |

15. Brokers fees:

15.1 Paid by Seller in the total amount of \$\_\_\_\_\_.

- a. \$\_\_\_\_\_ payable to \_\_\_\_\_.
- b. \$\_\_\_\_\_ payable to \_\_\_\_\_.
- c. \$\_\_\_\_\_ payable to \_\_\_\_\_.

15.2 Paid by Buyer in the total amount of \$\_\_\_\_\_.

- a. \$\_\_\_\_\_ payable to \_\_\_\_\_.
- b. \$\_\_\_\_\_ payable to \_\_\_\_\_.

16. Miscellaneous information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitting Agent's Name: \_\_\_\_\_ CalBRE#: \_\_\_\_\_

Submitting Agent's Signature: \_\_\_\_\_