



# THINGS YOUR ESCROW COMPANY WILL NEED TO CLOSE YOUR DEAL

Seller Name: \_\_\_\_\_  
 Buyer Name: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Homeowner's Association (HOA): \_\_\_\_\_  
 Contact Person at HOA: \_\_\_\_\_ Phone: \_\_\_\_\_

*First, who is paying for what fees in the transaction?*

*(Place a check mark under the responsible party, or a check mark under both if the fee is evenly split, or a % if the fee is unevenly split.)*

	Seller Pays	Buyer Pays
<input type="radio"/> Escrow Fee	___	___
<input type="radio"/> Title Policy, standard (insuring Owner)	___	___
<input type="radio"/> Title Policy (insuring Lender)	___	___
<input type="radio"/> Recording Fees	___	___
<input type="radio"/> HOA Transfer fees, if any	___	___
<input type="radio"/> HOA capital assessment, if any	___	___
<input type="radio"/> 2 <sup>nd</sup> HOA fee, if any	___	___
<input type="radio"/> 2 <sup>nd</sup> HOA Disclosure fees, if any	___	___
<input type="radio"/> Home Warranty, if any	___	___

*Next, will things such as property taxes, any city/town environmental fees, current month of HOA dues be prorated as of the date the property closes escrow?*

Yes     No. If No, please explain here: \_\_\_\_\_

*If you are the Buyer of the property, please provide information on your Lender, if any:*

Amount you will be financing (the amount of your mortgage): \_\_\_\_\_

Name of Lender: \_\_\_\_\_

Contact Person at Lender: \_\_\_\_\_

Phone number of Contact Person at Lender: \_\_\_\_\_

Is any Personal Property included in this sale?  Yes  No

If Yes, please list items here: \_\_\_\_\_

\_\_\_\_\_

Are there any additional terms that should be included in this sale? Please list:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Seller Signature(s)**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**Buyer Signature(s)**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_