



ESCROW TAKE SHEET

COMPLETE & PRINT THIS FORM TO OPEN ESCROW WITH RC
(red boxes are required items)

DATE _____

ESCROW OFFICER: Rhonda Urban

PURCHASE PRICE _____

CLOSE OF ESCROW DAYS _____

PROPERTY ADDRESS _____

LISTING AGENT: _____ **COMMISSION %** _____ **SPLIT** _____

NAME _____

PHONE NO. _____ EMAIL _____

OWNERS/SELLERS:

NAME _____ EMAIL _____

NAME _____ CONTACT NO. _____

HOME ADDRESS _____

EI'S & OTHER DOCS: () MAIL () EMAIL () C/O AGENT

SELLING AGENT:

NAME _____

PHONE NO. _____ EMAIL _____

BUYERS:

NAME _____ NAME _____

HOME ADDRESS _____

EMAIL _____ CONTACT NO. _____

EI'S & MISC DOCS: () MAIL () EMAIL () C/O AGENT

NEW LENDER/LENDER BROKER:

NAME _____

PHONE NO. _____ TYPE OF LOAN _____

LOAN AMOUNT \$ _____



ESCROW TAKE SHEET

HOMEOWNERS ASSOCIATION:

NAME _____

MGMNT _____

PHONE NO. _____ MONTHLY DUES AMOUNT \$ _____

TITLE COMPANY:

NAME _____ ORDER NO. _____

PHONE NO. _____

CREDIT TO _____

PAYOFF INFORMATION:

1ST LENDER _____ LOAN NO. _____

PHONE # _____

2ND LENDER _____ LOAN NO. _____

PHONE # _____

SPECIAL INSTRUCTIONS / NOTES: