

Escrow Memo and Transaction Worksheet

From _____ of _____

To Escrow **Escrow No.** _____
Escrow Officer: _____
Company Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____

Subject Property
Address: _____

Memo
Today I am mailing or handing you the complete, original contract of sale for the above shown property. The sales price of the subject property is \$_____, the down payment is \$_____ (or approximate cash to loan of \$_____), out of which \$_____ is given as an earnest money deposit. The deposit will be _____ (wired, mailed or handed) to you direct by me or the _____ (Listing/Selling) agent. Close of escrow to occur approximately _____ or sooner. Please confirm receipt.

Other Conditions
1: _____
2: _____
3: _____
4: _____

Buyer Contact Information
Names: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

Buyer's Lender
Loan Officer: _____
Company Name: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

Seller Contact Information
Names: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

Selling Agent and Commission Instruction
Agent: _____
Company Name: _____
Address: _____
Phone: _____
Fax: _____
Email: _____
Commission: _____

Listing Agent and Commission Instruction
Agent: _____
Company Name: _____
Address: _____
Phone: _____
Fax: _____
Email: _____
Commission: _____

Transaction Coordinator: Buyer/Seller
Agent: _____/
Company Name: _____/
Address: _____/
Phone: _____/
Fax: _____/
Email: _____/
Fee: _____/

Acts, Conversations and Disclosures Material to this Transaction.

Subject Property

Listing Agent _____
/ / Disclosure Regarding Agency Relationship AD _____
/ / Seller's Advisory SA _____
/ / Disclosure and Consent for Representation of More than One Buyer or Seller DA _____
/ / Home Owner Association Information Request HOA _____
/ / Notice of Entry NOE _____
/ / Seller's Affidavit of Non Foreign Status and/or California Withholding Exemption AS/One for Each Seller AB/Buyer _____
/ / Buyer's Affidavit AB-11 (Only if Sale is Under \$300k) _____
/ / Real Estate Transfer Disclosure Statement TDS _____
/ / Natural Hazard Disclosure Statement NHD _____
/ / Agent Visual Inspection Disclosure AVID _____
/ / Seller Property Questionnaire SPQ _____
/ / Lead-Based Paint and Lead Based Paint Hazards Disclosure FLD _____
/ / For Your Protection: Get a Home Inspection (Required for FHA Transactions) HID _____
/ / Water Heater and Smoke Detector Statement Compliance WHSD _____
/ / Notice of Your Supplemental Property Tax Bill SPT _____
/ / Seller Financing Addendum SFA _____
/ / Supplemental Statutory and Contractual Disclosures SSD _____
/ / Statewide Buyer and Seller Advisory SBSA _____
/ / Radon Gas and Mold Notice and Release Agreement RGM _____
/ / Notice of Private Transfer Fee NTF _____
/ / Market Conditions Advisory MCA _____
/ / Megan's Law Data Base Disclosure DBD _____
/ / Interim Occupancy Agreement IOA _____
/ / Modification of Terms Authorization and Right to Sell, Acquire or Rent MT _____
/ / _____
/ / _____
/ / _____
/ / _____
/ / _____

Selling Agent _____
/ / Disclosure Regarding Agency Relationship AD _____
/ / Statewide Buyer and Seller Advisory SBSA _____
/ / Buyer's Inspection Advisory BIA-B _____
/ / Buyer's Inspection Waiver BIW _____
/ / Disclosure and Consent for Representation of More than One Buyer or Seller DA _____
/ / Market Conditions Advisory MCA _____
/ / Compensation Disclosure in a Real Estate Transaction CBC _____
/ / Agent Visual Inspection Disclosure AVID _____
/ / Seller Financing Addendum and Disclosure SFA _____
/ / Contingency for Sale or Purchase of Other Property COP _____
/ / For Your Protection: Get a Home Inspection (Required for FHA Transactions) HID _____
/ / Interpreter/Translator Agreement ITA _____
/ / Commission Agreement CA _____
/ / Contingency Removal CR _____
/ / Verification of Property Condition (Buyer Final Walk-Through Inspection) VP _____
/ / Request for Repair RR _____
/ / Withdrawal of Offer WOO _____
/ / Short Sale Addendum SSA (or Purchase Agreement w/Short Sale Addendum) _____
/ / _____
/ / _____
/ / _____
/ / _____
/ / _____

Miscellaneous / 1. ___ **Mello-Roos Districts and Bond Assessments** Request for Notice of Mello-Roos Assessment and Request for Notice of Special Assessment (Bond Assessments). The seller is only required to make a good faith effort to obtain the required notices. The NHD may suffice. The bond assessment provision of the PA may suffice. 2. ___ **Homeowner's Guide to Earthquake Safety & Environmental Hazards Booklet** Not actually required, but by giving it to Buyers and Sellers agents are deemed to have satisfied most of their disclosure requirements regarding environmental hazards. 3. ___ **Residential Earthquake Hazards Report** NHD (Found in Hazards Booklet) 4. ___ **Wood Destroying Pest Inspection and Allocation of Cost Addendum** WPA.

NHD ___ **Natural Hazards Disclosure Report and Booklets /** 1. ___ **Residential Environmental Hazards Guide** 2. ___ **Protection from Lead** 3. ___ **Home Energy Rating System (HERS)** 4. ___ **Homeowners Guide to Earthquake Safety** 5. ___ **Consumer Information Acknowledgment** 6. **Combined Information Guides MISCELLANEOUS** 1. ___ **Earthquake and Flood Hazard Zones** 2. ___ **Notice Addendum (Airport, Farmland, or San Francisco Bay)** 3. ___ **Criminal Activity and Security Disclosure** 4. ___ **Local Ordinance Compliance** 5. ___ **Military Ordnance Area**.

