

Phillips County Title Company
Escrow Opening Information and Instructions

Order No. _____

Property Address: _____

Closing Date: _____

Seller _____ /SS No. _____

_____ /SS No. _____

Address: _____

Day time telephone # (____) ____ - _____

FAX and/or email: _____

Trust, Corporation, LLC, LLP, Partnership or *Estate* will sign: (See special instructions on page two)

Seller represented by attorney:

Signatures: In town for signing, will attend closing

Ship documents to address above, or to following address:

Power of Attorney; Attorney in Fact will sign:

(Note: P.C. Title Co. must receive, approve and record POA in advance of closing)

Liabilities to be paid off at closing

Creditor/Lender name	Account #	Telephone #
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Creditor/Lender name	Account #	Telephone #
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Creditor/Lender name	Account #	Telephone #
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Creditor/Lender name	Account #	Telephone #
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New Survey/Plat Yes No; Survey/plat prepared? Yes No

Surveyors name: _____

If prepared, survey/plat status & location: _____

Seller doing exchange Yes No; Simultaneous Yes No; Delayed Yes No

Exchange Accommodator name & contact: _____

If simultaneous, replacement property description: _____

Seller financing Yes No; Contract for Deed Yes No; Mortgage: Yes No

If yes, Amount: _____; Interest Rate: _____; Term: _____; Escrow Agent: _____

Payments: Monthly Yearly other: _____; commencing: _____

Escrow fees, Set up by _____; maintenance by _____; Prepayment: allowed without penalty allowed with penalty of _____; not allowed; Assignment either party may assign without permission of other party allowed with consent of other party allowed as follows

_____ ; not allowed; Escrow agent to disburse funds received as follows: _____

Buyer (Deed will be as listed): Title to be held as: _____
(i.e. joint tenants, tenants in common, corporation, LLC, partnership, sole, etc.)

_____/SS No. _____

_____/SS No. _____

Address: _____

Day time telephone # (____) _____-

FAX and/or email: _____

- Trust, Corporation, LLC, LLP, Partnership or *Estate* will sign: (See special instructions on page two)
- Buyer represented by attorney:

Signatures: In town for signing, will attend closing
 Ship documents to address above, or to following address:

Power of Attorney; Attorney in Fact will sign:

(Note: P.C. Title Co. must receive, approve and record POA in advance of closing)

Price & Payment Price \$ _____

Earnest \$ _____ Held by: _____

Rent Security Deposit \$ _____ Held by: _____

Financing by: _____, Contact: _____

Address: _____

Telephone # (____) _____-

FAX and/or email: _____

Buyer doing exchange Yes No; Simultaneous Yes No; Delayed Yes No

Exchange Accommodator name & contact: _____

If simultaneous, relinquished property description: _____

Additional documents to sign or record at closing*:

- | | |
|---|---|
| <input type="checkbox"/> Warranty Deed | <input type="checkbox"/> Promissory Note and mortgage |
| <input type="checkbox"/> Contract for Deed package | <input type="checkbox"/> UCC20 and Security Agreement |
| <input type="checkbox"/> Liquor License Txfr package | <input type="checkbox"/> Permanent Escrow Agreement |
| <input type="checkbox"/> Mobile Home Title | <input type="checkbox"/> Hold-back agreement |
| <input type="checkbox"/> Rental Agreement | <input type="checkbox"/> Water Well Agreement |
| <input type="checkbox"/> New easement/road maint, agreement | <input type="checkbox"/> New Survey |
| <input type="checkbox"/> Covenants | <input type="checkbox"/> Option or Right of 1st Refusal |
| <input type="checkbox"/> _____ Other (identify) | |

Identify which documents will be provided by attorney for Seller or Buyer

***Note: additional, recorded documents may affect the listed exceptions on the final title policy.**

Water Right Transfer: Permit No. _____ Cert, No. _____

Additional Payments at closing:

Public Water &/or Sewer &/or Garbage to: _____
From ___/___/20___ to ___/___/20___ Approx Balance \$ _____

Other to: _____
From ___/___/20___ to ___/___/20___ Approx Balance \$ _____

Other to: _____
From ___/___/20___ to ___/___/20___ Approx Balance \$ _____

Listing Office _____ Agent: _____
Selling Office _____ Agent: _____
Listing Commission _____
Selling Commission _____