



**Welcome to The Escrow Group!**

We are pleased to have this transaction placed with our office for closing. Please know that we are often working from faxed or re-copied documents that may not be legible, so please assist us by making any corrections to names or addresses you may find in our correspondence. Please indicate the correct spelling on the following information sheet.

A copy of the Preliminary Commitment for Title Insurance is being sent directly to you from the title company for review. If you do not receive it in the next ten days or if you have any questions regarding the condition of title, please feel free to contact this office.

Our office will be clearing matters related to the above mentioned title insurance. Therefore, please provide the information requested on the attached form and return it to our office at your earliest convenience. Your prompt attention is required and sincerely appreciated.

Also included are Escrow Instructions and a 1099 input form. Please complete, initial and/or sign where indicated, and return to us along with the information sheet.

Your escrow will keep you informed as to the progress of your closing. In the interim, if you have any questions, please do not hesitate to contact us.

Sincerely,

**The Escrow Group**

# Request for Information from Seller

Please write property address above

Daytime Phone Number/Primary Contact Person

Forwarding Address after closing

**Lender** \_\_\_\_\_ **Loan #** \_\_\_\_\_  
**Payments made to:** **Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_

**Second Lender** \_\_\_\_\_ **Loan #** \_\_\_\_\_  
**Payments made to:** **Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_

**Yes ( ) No ( ) Homeowner's Association Dues**  
**Payments made to:** **Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_

**Yes ( ) No ( ) Leased Equipment: Water Heater ( ) Conversion Burner ( )**  
**Other ( ) Account #** \_\_\_\_\_  
**Payments made to:** **Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_

**Yes ( ) No ( ) Special Assessment (i.e. Water, Road Maintenance and/or Sewer)**  
**Payments made to:** **Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_

**Yes ( ) No ( ) Property served by a septic system?**  
**Yes ( ) No ( ) If septic, have you recently recorded the required disclosure? If not, would you like us to prepare one for you?**

We hereby give our consent for the release of any and all payoff figures regarding the encumbrances against the above referenced property to The Escrow Group.

\_\_\_\_\_  
SS#:

\_\_\_\_\_  
SS#:

\_\_\_\_\_  
SS#:

\_\_\_\_\_  
SS#:

## Marital Status Information

It is necessary to determine your marital status due to Washington State's complicated Community Property laws. Please indicate which option best describes your status currently and at the time of acquiring title. Indicate the correct answer for ALL sellers. If none accurately describes your situation, please contact this office immediately for additional information.

	Sellers are, and since acquiring title have been, husband and wife
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	Seller is and has been unmarried since acquiring title
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	Seller is currently married, but acquired title as unmarried and spouse WILL also sign all final documents. Spouses name is:
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	Seller is currently married, but acquired title as unmarried and spouse WILL NOT be selling. (If spouse ever occupied the property, then spouses potential community property interest will need to be cleared. Please call this office immediately for more information.) <b><i>If this line is checked, please have spouse sign the below.</i></b> Spouses name is:
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**Spouse acknowledges that he/she has not resided in the subject property**

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Spouse's Signature (*Required*)

	Seller was married at the time of acquiring title, but is now unmarried. ( <i>Please explain circumstances below i.e. Divorce, Death of spouse, divorce, etc.</i> )
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	Other. <i>Please explain in detail below</i>
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## Information Regarding Utilities

If Purchase and Sale Agreement requests Closing Agent *not* to handle the payment of the final utility bills through escrow, then the parties hereby agree to hold Closing Agent harmless from loss or responsibility in connection with same.

If Purchase and Sale Agreement requests Closing Agent to handle the final utility bills, Closing Agent will hold back funds from the seller's proceeds pending proof of payment of the final utility bills. After 60 days, the Closing Agent will refund the holdback to the seller if Closing Agent has not been informed of any delinquency.

### FYI

Whether this is your first or fifth real estate transaction, the escrow process can sometimes be confusing. To help alleviate some of the confusion, we are providing you with the following list of some of those "last minute" items.

Sign and return the Request for Information Sheet *as soon as possible*. If a trust, guardianship, partnership, corporation or other such entity holds title to the property, or if the owner of record is deceased, the title company will require sufficient documentation to show who is authorized to sign the final transfer documents.

- Do not cancel your homeowner's insurance until you have received your proceeds. If you are giving the buyer(s) early occupancy, notify your insurance agent.
- Signing may be 2-3 days prior to closing to give the buyer's lender and title company sufficient time to review the documents before funding and closing.
- Depending upon receipt of lender documents (if a lender is involved), you may be asked to make your signing appointment on short notice.
- All owner's of record or spouses of owner's who have occupied the subject property must sign closing documents or grant Power of Attorney to someone to sign on their behalf. Often, the Power of Attorney document must be a specific type approved by the lender and the title company. Please contact our office in advance of closing if you will be needing a Power of Attorney document prepared, or submit the document in advance if you already have had one prepared for you so we may have it approved.
- Decide in advance how you will want your funds on the afternoon of or day following closing. You may: a) pick up a check **after** we have received recording numbers and all funds required to close (usually after 4:00 p.m. the day of closing), b) have us mail or overnight deliver a check; c) wire funds into your account the next business day after closing. Please call to request a wire transfer form before your signing appointment so that you can obtain from your bank the information for us to wire transfer your funds. There is an additional fee for us to wire proceeds into your account.

Please remember, you can *always* call with questions, problems or special requests. We are here to accommodate your needs and make the escrow experience as pleasant as possible.

Sincerely,

*The Escrow Group*