

ESCROW OPENING LETTER AND INSTRUCTIONS

North American Title Company

Attention: _____, Escrow Officer

RE: _____ (property address)

Seller: _____ Phone #: _____

Buyer: _____ Phone #: _____

Address: _____

Subdivision: _____

Tax Assessor Parcel Number: _____ - _____ - _____

Please open the escrow represented by the enclosed purchase contract. In addition to the purchase contract, I am submitting the following information and enclosures for your information and escrow files:

Selling Office: _____ Phone #: _____ - _____ - _____
Selling Agent: _____ Phone #: _____ - _____ - _____
Fax #: _____ - _____ - _____

Listing Office: _____ Phone #: _____ - _____ - _____
Listing Agent: _____ Phone #: _____ - _____ - _____
Fax #: _____ - _____ - _____

- _____ Copy of the Listing _____ Estimated Cost Sheet
- _____ Home Warranty Application _____ Home Warranty Waiver
- _____ Copy of Vesting Deed as supplied by my listing kit
- _____ Earnest Money Check in the amount of \$ _____
- _____ Homeowner Association Contact: _____

Lender: _____

Loan Officer: _____ Phone #: _____ - _____ - _____

Please order copies of the deed restrictions, CC&R's of record, any deeds of trust, plus any other schedule B documents that will remain exceptions to the buyers title insurance policy. Please send them, together with the preliminary title commitment, directly to the buyer with a copy to me.

I will need a copy of the pre-audit settlement sheet as soon as possible. Finally, please send me any receipts for all monies placed in escrow, as well as payoffs or assumption statements, and the final settlement statement in this transaction.

If I can help in any way, please feel free to contact me. I am looking forward to working with you.

Sincerely,