



Pacific Title Company

P.O. Box 2488/3470 Highway 101 N, Suite 101/Gearhart, OR 97138
503-738-0925 / Fax 503-738-5318

DOCUMENT RECEIPT AND ESCROW INSTRUCTIONS

We hand you herewith:

_____ EARNEST MONEY RECEIPT FROM: _____ with addendum.

Seller(s): _____

Address: _____

Phone: _____ e-mail _____

to
Buyer(s): _____

Address: _____

Phone: _____ e-mail _____

PROPERTY ADDRESS: _____

Legal/Map No: _____

EARNEST MONEY ON DEPOSIT: \$ _____ in the form of: _____ check _____ note _____ cash

_____ TITLE INSURANCE:

_____ has been ordered _____ Ordered No. _____

_____ order insurance: _____ owner's _____ buyer's

_____ copies to: _____ seller _____ buyer _____ lender _____ listing agent

_____ selling agent _____ buyer's attorney _____ seller's attorney

Seller's attorney: _____

Buyer's attorney: _____

_____ FINANCING _____ FHA _____ Conv _____ VA _____ Assumption _____ Contract _____ Note/TD

_____ Collection escrow? _____ yes _____ no

_____ Lender/Broker _____

_____ DOCUMENT PREPARATION:

Pacific Title to Prepare: _____

Seller's Attorney to Prepare: _____

Buyer's Attorney to Prepare: _____

COMMISSIONS: You are instructed to pay _____ % of sales price, or \$ _____

Pay _____ % of the commission to: _____

Pay _____ % of the commission to: _____

PRORATE AND MAKE ADJUSTMENTS AS OF: _____ date of closing _____ possession date

PAY NET PROCEEDS TO: _____

OTHER INSTRUCTIONS AND THINGS TO KNOW ABOUT THIS TRANSACTION: _____

Deposited by: _____ of _____ Date: _____

Received by: _____ of Pacific Title Company Date: _____

CC: _____ of _____