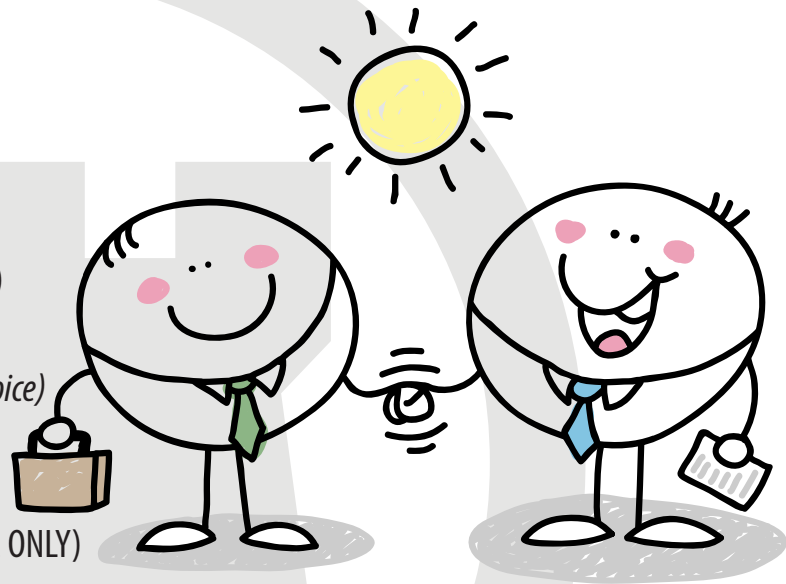




## Providing "TERMS" to Escrow

To ensure a successful closing and avoid costly delays, it is important for our escrow officers to receive "TERMS" from the Listing and Buyer's agent as soon as an escrow is opened or during the earliest days of the escrow process. Below is a list of items that should be on the TERM sheet:

- ⊗ Purchase Price of the Property
- ⊗ Estimated Close of Escrow Date
- ⊗ Commission to Listing Broker
- ⊗ Commission to Selling Broker
- ⊗ Who is paying the County Transfer Tax?
- ⊗ Who is paying the City Transfer Tax?
- ⊗ Who is paying the NHD Report?  
*Provider's Name for NHD Report (provide copy of invoice)*
- ⊗ Who is paying the Home Warranty?  
*Provider's Name for HomeWarranty (provide copy of invoice)*
- ⊗ Are there any credits toward Closing Costs?
- ⊗ Is there a Rent Back? If yes, what are the terms
- ⊗ Who is paying the Gas Shut Off Valve? (City of Alameda ONLY)  
*Provider's Name for Gas Shut Off*
- ⊗ For property in the City of Berkeley, which RECO form will be filed
- ⊗ Will the Sewer Lateral be in compliance prior to Close of Escrow?  
*If not in compliance and it is EBMUD, the Certificate of Time Extension must be applied for at the EBMUD's website  
Party responsible for depositing the \$4500 Sewer lateral deposit at Close of Escrow*
- ⊗ If HOA is involved, who is responsible for the document and transfer fees?
- ⊗ Was this the Seller's principal place of residency?
- ⊗ Buyer's Property Hazard Insurance Company (include agent name & phone#)
- ⊗ Do you know how your buyer's going to take title?
- ⊗ Any other TERMS that are not included above



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