

BURNS REALTY GROUP LLC

ESCROW LETTER

NAME OF ESCROW COMPANY \_\_\_\_\_

RE: SALE OF \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ EMAIL \_\_\_\_\_

ATTENTION: \_\_\_\_\_

SELLER \_\_\_\_\_ TO BUYER \_\_\_\_\_

PLEASE ACCEPT THE FOLLOWING INFORMATION IN REGARD TO THE ABOVE REFERENCED TRANSACTION:

BUYERS: \_\_\_\_\_

SELLERS: \_\_\_\_\_

1. THE EARNEST MONEY DEPOSIT OF \$ \_\_\_\_\_

\_\_\_\_\_ HAS BEEN DEPOSITED IN THE BURNS REALTY GROUP LLC TRUST ACCOUNT AND SHOULD BE DEDUCTED FROM THIS COMMISSION OWED BURNS REALTY GROUP LLC.

\_\_\_\_\_ IS IN THE POSSESSION OF \_\_\_\_\_  
(COOPERATING BROKER)

PLEASE CONTACT VICTORIA J. BURNS AT 440-360-3368.

2. THE REAL ESTATE COMMISSION OF \$ \_\_\_\_\_ IS OWNED TO BURNS REALTY GROUP AT 1600 VALLEY PARKWAY, BROADVIEW HTS, OHIO 44147.

3. IT IS REQUESTED THAT \_\_\_\_\_ HANDLE ALL THE TITLE WORK NECESSARY TO COMPLETE THIS TRANSACTION.

4. BURNS REALTY GROUP LLC HAS NO ADMINISTRATIVE FEE.

5. HOMEOWNER'S ASSOCIATION FEE IN THE AMOUNT OF \$ \_\_\_\_\_ NEEDS TO BE PRO-RATED BY ESCROW AGENT.

6. SELLER CONCESSIONS \_\_\_ YES \_\_\_ NO IF YES, IN THE AMOUNT OF \$ \_\_\_\_\_

**ADMIN: IF THE CONTRACT STATES "PER LISTING AGREEMENT" REGARDING OUR FEE, BE SURE TO FAX A COPY OF THE LISTING AGREEMENT WITH THIS ESCROW LETTER, IF NOT PREVIOUSLY COMPLETED. THANK YOU.**