

An escrow is created when money and/or documents are deposited by two or more persons with a third party which are to be delivered upon the happening of certain conditions. The third party is known as the escrow agent or escrow holder.

The authority given to an escrow holder is strictly limited by instructions provided by the parties involved. Consequently, an escrow holder acts on mutual instructions deposited into escrow and DOES NOT represent any party. The escrow officer is authorized by instructions to allocate funds for items during the escrow period, such as real estate commissions, title insurance, liens, recording fees and other costs. Instructions also specify the method of collecting funds, proration issues, time limitations and all the terms of the transaction. The escrow process protects all parties involved by retaining money and documents until the mutual instructions are met.

The statutory definition of escrow is found in Section 17003 of the California Financial Code and reads as follows:

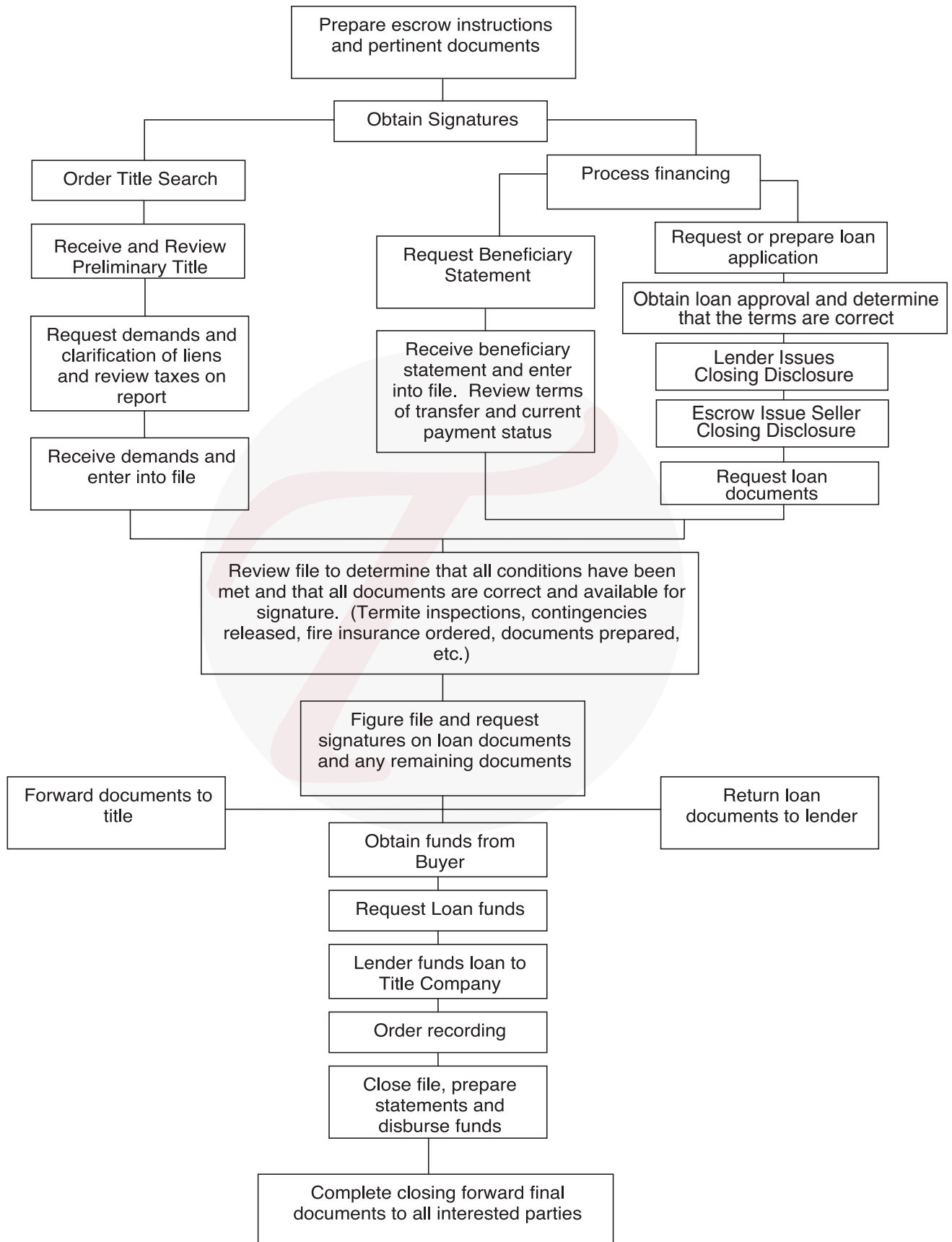
‘Escrow’ means any transaction wherein one person for the purpose of effecting the sale, transfer, encumbering, or leasing of real or personal property to another person, delivers any written instrument, money, evidence of title to real or personal property, or other thing of value to a third person to be held by such third person until the happening of a specified event or the performance or a prescribed condition, when it is then to be delivered by such third person to a grantee, grantor, promisee, promisor, obligee, obligor, bailee, bailor, or any agent or employee of any of the later.



Knowing the Difference is Important!

All escrow companies in California can be classified into two basic categories: “Licensed” or “Controlled”. Licensed escrow companies are independent businesses licensed by the California Department of Business Oversight. Controlled escrow companies are non-licensed businesses that can be owned by a variety of entities, including real estate brokers, mortgage bankers, banks, savings and loans, and title insurance companies. Talbrook II Escrow Corporation is an independent escrow company licenses by the California Department of Business Oversight.

<i>Make an informed decision when choosing an escrow company!</i>	Independent Escrow Companies	Broker-owned Escrow Departments	Title Company Escrow Departments
Fidelity Bond Required	YES	NO	NO
Manager Requirements	5 yrs. as Escrow Officer	NO	NO
Escrow License Required	YES	NO	NO
Background Investigation by the Department of Justice for all Employees	YES	NO	NO
Financial Stability Requirements	YES	NO	NO
Net Worth Requirements	YES	NO	NO
Trust Funds Insured	YES	NO	NO
Annual CPA Audit Required	YES	NO	NO
Regular Operation Procedure Audit by the Department of Business Oversight	YES	NO	NO



**Second Installment
January 1 - June 30**

**COMPUTING
DELINQUENT
PENALTIES**
(Continued from Dec. 10)

April 10 to June 30
One or both installments
delinquent

ADD 10% Penalty

Add \$10.00 Cost

**First Installment
July 1 - December 31**

July 1
One or both installments
delinquent

ADD 10% Penalty

ADD \$10.00 Cost

ADD \$15.00
Redemption Charge

ADD 1.5% per monthly

Dec. 10 to April 10
First Installment Delinquent
ADD 10% Penalty

IMPORTANT DATES

February 1	2nd Installment Due
March 1	Assessment Date
March 1	Taxes on Unsecured Roll Due
April 10	2nd Installment Delinquent
April 15	Last day to file Homeowners, Veterans and Senior Citizens exemptions.
June 8	Publication date for delinquent taxes
July 1	Beginning of fiscal year to July 1 of the following year
July 1	Properties with delinquent taxes sold to the state
July 1	Owners to be informed of new values
July (1 st Monday)	Assessment Appeals Board
September (mid)	Tax Rates Set
October (last week)	Tax Bills Mailed
November 1	First Installment Due
December 10	First Installment Delinquent



OPEN ESCROW FORM

Initial Deposit \$ _____
 Balance of Cash \$ _____
 New First TD \$ _____
 New Second TD \$ _____
 Total Consideration \$ _____

Property Address: _____

Seller's Name(s): _____

Present Address: _____

Phone No.: Home: _____ Work: _____

Future Mailing (if known): _____

Mail Direct to Seller: _____ Mail C/O Agent: _____

Buyer's Name(s): _____

Present Address: _____

Phone No.: Home: _____ Work: _____

Future Mailing (if known): _____

Mail Direct to Buyer: _____ Mail C/O Agent: _____

Listing Office: _____

Agent: _____

Commission Percentage/Dollar Amount: _____

Address: _____

Phone No(s): Office _____ Home Office: _____ Cell: _____

Other: _____ E-Mail: _____

Selling Office: _____

Agent: _____

Commission Percentage/Dollar Amount: _____

Address: _____

Phone No(s): Office _____ Home Office: _____ Cell: _____

Other: _____ E-Mail: _____

New Lender: _____

Address: _____

Phone No.: _____ E-Mail: _____

Payoff Lender: _____

Address: _____

Phone No.: _____ E-Mail: _____

Title Co. _____ Title Rep _____

Address: _____

Phone No.: _____ Order No. _____

Home Warranty: Yes _____ No _____ Home Warranty Company: _____

Coverage Type: _____

HOA: Yes _____ No _____ Name of HOA: _____

Management Co.: _____

Address _____ Phone No.: _____ Fax No.: _____

Monthly Dues: \$ _____

If Multiple HOA Please list: _____

List any other special Terms or Conditions

To open an escrow via fax machine you may complete this form and fax with a copy of your real estate deposit receipt and all counter offers.