

ECONDOSERVICES ESCROW REQUEST FORM

Please review this document carefully

This document outlines your responsibility in connection with the following requested work.
Fees for certificates are due and owing regardless of whether your transaction closes.

TO:

Date

Name of individual requesting information

Company Name

Your transaction reference number (i.e. Loan Number or Escrow Number)

Phone Number

Facsimile Number

Number of Pages
(Including this Page)

3



**DISCLOSURE
DEPARTMENT**

**PHONE: (425) 637-0420
FAX: (425) 637-0429**

The Disclosure Department of Econdoservices is in receipt of your request for a certificate-disclosure document (i.e. escrow questionnaire, lender questionnaire, etc.) Before your request can be processed, we require that you complete Section A, Section B, and Section C below:

SECTION A

Name of Individual Requesting Information		Email Address	
Legal Name of Requesting Company		Phone Number	Facsimile Number
Requesting Company Address			
City, State, Zip			
Whether this transaction is a purchase/sale or refinance		Check One: <input type="checkbox"/> Purchase/Sale <input type="checkbox"/> Refinance	
If Refinance: Paying off all prior loans for Borrower? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide loan number and mortgagee name to remain intact.			
Condominium Association Name			
Property Street Address		City, State, Zip	
Unit Number	Name of Borrower(s)		Transaction Number (s)

SECTION C

Econdoservices requires a duly authorized agent from your company to sign below accepting the terms of Econdoservices Disclosure work and agrees to pay the charges described herein.

PLEASE READ CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING CONTRACT.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THE FOREGOING TERMS AND CONDITIONS OF THE REQUESTED DISCLOSURE WORK AND AGREES TO THE SAME. FURTHER THE UNDERSIGNED FULLY UNDERSTANDS AND AGREES THAT THE FEES RELATED TO THE ISSUANCE OF THIS REQUESTED DISCLOSURE ARE DUE AND OWING REGARDLESS OF WHETHER THE RELATED TRANSACTION CLOSES. THE UNDERSIGNED FURTHER REPRESENTS THAT IF HE/SHE IS REQUESTING THIS DISCLOSURE DOCUMENT ON BEHALF OF A COMPANY, HE/SHE HAS THE FULL AUTHORITY TO BIND SUCH COMPANY. **FURTHER, THE UNDERSIGNED UNDERSTANDS AND AGREES THAT IN THE EVENT THE UNDERSIGNED FAILS TO MAKE ANY PAYMENTS WHEN DUE UNDER THIS CONTRACT, THE UNDERSIGNED SHALL PAY ALL COSTS AND EXPENSES, INCLUDING ATTORNEY/LEGAL FEES, INCURRED IN COLLECTING ANY PAYMENT DUE UNDER THIS CONTRACT.**

Name	
Title	
Company	
Signature	Date

PLEASE MAIL OR FAX THIS COMPLETED FORM TO:

Econdoservices
Attention Disclosure Department
P.O. Box 50444
Bellevue, WA 98015-0444

Disclosure Department - Phone
(425) 637-0420

Disclosure Department - Fax
(425) 637-0429

Once we have received the completed form and payment, we will process your request. Disclosure work will not commence until this form and payment has been received. Please be advised that an incomplete form may delay the processing of your request. Thank you.

IMPORTANT NOTE TO CLOSING AGENT

ADDITIONAL ESCROW INSTRUCTIONS

In the event this transaction is a purchase/sale, eCondo Services requires that you include the following Additional Escrow Instruction to your transaction:

- A. Provide eCondo Services with the Full Name(s) and Address of Buyer(s) and Seller(s).
- B. Provide eCondo Services with the Forwarding Address of Seller(s).
- C. Provide eCondo Services with the alternative mailing address of Buyer(s), if applicable.
- D. In the event the Seller's Association account has a balance due, you are instructed to collect the balance due at closing.
- E. In the event the Seller's Association account has a credit (pre-paid) balance, you are instructed to account for the pre-paid balance at closing.
- F. Provide eCondo Services with a statement confirming transfer of ownership to the Buyer(s) from the Seller(s) (i.e. Copy of the Deed, Settlement Statement, etc.). **Note: Ownership records can not change without proper documentation.**
- G. Funds to the Association must be made payable to the name of the Association and must be accompanied by an itemized statement of the funds enclosed.
- H. Funds to eCondo Services must be made payable to eCondo Services and must be accompanied by an itemized statement of the funds enclosed.

Remember:

Fees due to eCondo Services must be sent on a separate check
made payable to eCondo Services

DO NOT Combine eCondo Services' fees with those of the Association

Any checks that combine
eCondo Services' Funds with Association Funds
will be returned to you for reissuance.



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