

**ESCROW ACCOUNTING SERVICES  
INSTRUCTIONS AND AGREEMENT**

SELLER 1:
ADDRESS:
CITY, STATE, ZIP:
HOME PHONE:
WORK PHONE:
CELL PHONE:
EMAIL ADDRESS:
Please check box to receive email receipts at no charge <input type="checkbox"/> <b>Report _____ % for tax reporting</b>

SELLER 2:
ADDRESS:
CITY, STATE, ZIP:
HOME PHONE:
WORK PHONE:
CELL PHONE:
EMAIL ADDRESS:
Please check box to receive email receipts at no charge <input type="checkbox"/> <b>Report _____ % for tax reporting</b>

SELLER 3:
ADDRESS:
CITY, STATE, ZIP:
HOME PHONE:
WORK PHONE:
CELL PHONE:
EMAIL ADDRESS:
Please check box to receive email receipts at no charge <input type="checkbox"/> <b>Report _____ % for tax reporting</b>

**If you are requesting that the interest income/interest paid be split between more than one S.S.N. then designate the percentage that is to be reported to each party. A separate W-9 form must be completed for each S.S.N. that interest will be reported under.**



A Locally Owned and Operated  
Title & Escrow Company

P O Box 2118  
715 Okoma Drive  
Omak, Wa 98841  
509-422-3490

<b>BUYER 1:</b>
<b>ADDRESS:</b>
<b>CITY,STATE,ZIP:</b>
<b>HOME PHONE:</b>
<b>WORK PHONE:</b>
<b>CELL PHONE:</b>
<b>EMAIL ADDRESS:</b>
Please check box to receive email receipts at no charge <input type="checkbox"/> <b>Report _____ % for tax reporting</b>

<b>BUYER 2:</b>
<b>ADDRESS:</b>
<b>CITY,STATE,ZIP:</b>
<b>HOME PHONE:</b>
<b>WORK PHONE:</b>
<b>CELL PHONE:</b>
<b>EMAIL ADDRESS:</b>
Please check box to receive email receipts at no charge <input type="checkbox"/> <b>Report _____ % for tax reporting</b>

<b>BUYER 3:</b>
<b>ADDRESS:</b>
<b>CITY,STATE,ZIP:</b>
<b>HOME PHONE:</b>
<b>WORK PHONE:</b>
<b>CELL PHONE:</b>
<b>EMAIL ADDRESS:</b>
Please check box to receive email receipts at no charge <input type="checkbox"/> <b>Report _____ % for tax reporting</b>

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The undersigned hand you herewith the following documents to be held in escrow subject to the instructions hereinafter set forth, to which the undersigned on behalf of themselves, their heirs, successors, assigns and personal representatives agree:

- Real Estate Contract
- Fulfillment Deed
- Note
- Mortgage
- Deed Of Trust
- Request For Reconveyance
- Satisfaction of Mortgage
- Quit Claim Deed
- UCC / Security Agreement
- Bill Of Sale
- Other \_\_\_\_\_

Said documents may be delivered to any Purchaser or their successor in interest when payment of the obligation, including but not limited to principal, interest and all fees associated with recording and/ or filing said release documents have been made in full with the appropriate collected funds.

**INLAND PROFESSIONAL TITLE, LLC IS FURTHER INSTRUCTED AS FOLLOWS:**

1. Inland Professional Title, LLC will accept and disburse installment payments in accordance with the provisions of the documents handed herewith, provided each payment is accompanied by the payment of Inland Professional Title, LLC fees, which may be increased from time to time upon providing the parties 30 days notice. If any payment received by Inland Professional Title, LLC does not include our fee; the standard policy shall prevail. The STANDARD POLICY IS AS FOLLOWS: the payment shall be applied first to service fees, then applied to the interest due, and balance towards principal or as otherwise stated in recorded legal document.
2. Payments shall be applied as of the date of receipt by Inland Professional Title, LLC.
3. Interest shall be calculated to the date payment is received on an actual day/365 day year basis (or actual day/366 day year basis for leap years), unless otherwise noted in said Real Estate Contract / Promissory Note or other legal document.
4. Inland Professional Title, LLC will not enforce the obligations deposited herein, and assumes responsibility only for disbursing funds as directed herein.
5. If conflicting demands are made by the Buyer and Seller, or any third person, Inland Professional Title, LLC will have the absolute right to, either (a) withhold all money, property or documents deposited herein and stop all further proceedings until a mutual agreement has been reached between all parties hereto, or (b) file suit in interpleader and obtain an order from the appropriate court requiring the parties to interplead and litigate in such court their claims and rights among themselves. In the event such suit is brought, the parties jointly and severally agree to pay Inland Professional Title, LLC all costs, expenses and reasonable attorney's fees which it may spend or incur in such interpleader suit.



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6. Inland Professional Title, LLC as escrow holder shall be liable as a deposit only and shall not be responsible or liable in any manner whatsoever for the sufficiency or correctness as to form, manner or execution or validity of any document deposited in this escrow nor as to the identity, authority or rights of any persons executed escrow documents. Inland Professional Title, LLC assumes no responsibility or shall it be held liable as to the condition of the title to any of the property. If any fire or other insurance policies are deposited in escrow, Inland Professional Title, LLC shall have no duty to pay premiums to renew coverage, or to notify any person of the expiration of coverage. Inland Professional Title, LLC duties shall be limited to the safekeeping of such money, property and escrowed documents received by it as escrow holder and for the delivery of the same in accordance with this written Escrow Instruction. Sellers and Purchasers authorize Inland Professional Title, LLC to assign or delegate its administrative duties herein, including the safekeeping of money, property and documents and the acceptance and disbursement of payments, to an affiliated servicing company.
7. As a controlling part of the consideration for the acceptance of this account, it is agreed that Inland Professional Title, LLC shall not be liable for any acts done or omissions made in good faith, nor for any claims, losses or damages made, claimed or suffered by any party to this account, except such as may arise through or be caused by its willful misconduct or gross negligence.
8. Inland Professional Title, LLC may resign as escrow agent for this account by giving thirty (30) days written notice to Buyer and Seller.
9. If any payment required hereunder shall be delinquent for a period in excess of 90 days all escrowed property and documents except the Escrow Instructions shall be returned to Sellers or their order upon their written demand. Inland Professional Title, LLC shall accept and apply any payment or partial payment tendered by purchasers after its due date and prior to demand by Sellers for return of the documents. Acceptance by Inland Professional Title, LLC of any partial payments shall not affect Sellers' right to demand return of the documents as provided hereunder.
10. If any payment required hereunder shall be delinquent for a period in excess of 180 days, Inland Professional Title, LLC in its sole discretion may close the escrow, refuse to accept further payments and return all escrowed property and documents except the Escrow Instructions to any one of the Sellers at the last known address for such Seller as shown on Inland Professional Title LLC, records.
11. The Closing Firm shall not be required to disburse any funds deposited by check or draft until it has been advised by the bank that such check or draft has been finally collected. All disbursements shall be made by the Closing Firm's check, or if the payee so instructs in writing, by electronic wire transfer. Funds which are undisbursed and not claimed within six (6) months may be retained by the Closing Firm as a file maintenance fee instead of being disbursed to the State of Washington pursuant to the Unclaimed Property Act. The Closing Firm is required to give notice to the client(s) if the unclaimed funds exceed \$75.00.

12. In consideration of Inland Professional Title, LLC prompt remittance of the payments to the Payee NOTWITHSTANDING herein Inland Professional Title LLC shall wait three (3) business days for checks to be honored by the institution upon which they are drawn, Payee agrees to hold Inland Professional Title, LLC harmless from any loss that Inland Professional Title, LLC may sustain by reason of the dishonoring of said checks.

**NSF POLICY:**

1. For a "**first time**" Non Sufficient Funds Notification (NSF) the Buyer shall be given up to 3 days to make good funds available in the account from the institution in which check was drawn from to Inland Professional Title, LLC without incurring any NSF fees; provided the buyer provides funds within 3 days of the NSF notification.
2. ANY ADDITIONAL NON SUFFICIENT FUND NOTIFICATIONS (NSF) the payment that was to be applied **will be reversed** and the buyer will be **required** to provide guaranteed funds in the form of a cashiers check, money order or cash within 7 days of the NSF notification. A \$35 NSF fee will be charged to the Buyer. At this time a letter will be sent to both the Buyer and Seller as notification of the NSF. Said letter will notify all parties as to the requirements for repayment of the dishonored check.

*Inland Professional Title, LLC reserves the right to not redeposit any dishonored check and may thereafter **require all future payments to be made by cashier's check.***

3. In the event any check delivered to Inland Professional Title, LLC is dishonored by the institution upon which is drawn therefore resulting in a NON SUFFICIENT FUNDS NOTIFICATION (NSF) and Inland Professional Title, LLC has remitted such payment as stated above. Seller shall BE REQUIRED return such payments to Inland Professional Title, LLC within five (5) business days from the date Inland Professional Title, LLC requests return of said payment(s). If Seller is unable to return said requested return of payment, then the STANDARD POLICY shall be: any following payments received by Inland Professional Title, LLC shall be applied to the account and funds disbursed to Inland Professional Title, LLC to cover said loss.



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**ESCROW FEES & CHARGES:**

It is understood that the escrow fees provided for in these instructions are based upon the duties herein set forth, and that Inland Professional Title LLC reserves the right to make an additional charge in the event that the closing of the escrow is delayed beyond the original time limit through the faults of any of the parties hereto, or in the event that any changes are made in these instructions.

The acceptance fee for this escrow is [~~\$80.78~~ (~~\$40.39 each, if split~~)] Inland Professional Title LLC shall also impose service fees for services performed hereunder, including, but not limited to accepting and disbursing each payment received hereunder. The basic service fee for this escrow is \$ 8.62 (\$4.31 each, if split) per payment.

The Close out fee is \$48.47. At such time an account has been paid off the Buyer herein agrees to pay said close out fee in addition to any and all fees associated with recording and/or filing said release documents.

**NOTE: The service fees shall be deducted from each payment received (whether or not any such payment is larger or smaller than the scheduled payment) before any disbursement is made.**

Service fees will be paid as follows      **Sellers [\_\_\_\_\_]%**      **Buyers [\_\_\_\_\_]%**

Charges are due and payable upon the due date of any payment scheduled to be made by Purchaser. ALL CHARGES WILL BE LEVIED IN ACCORDANCE WITH THE CURRENTLY PUBLISHED FEE SCHEDULE OF INLAND PROFESSIONAL TITLE LLC AND ARE SUBJECT TO CHANGE UPON WRITTEN NOTICE FROM INLAND PROFESSIONAL TITLE LLC.

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**Seller:**

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**Buyer:**



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**DISBURSEMENT OF PAYMENTS TO SELLER:**

Inland Professional Title, LLC shall hold the above documents in escrow accept the payments from the Purchasers and disburse payments in accordance with Seller's written instructions. Until further notice Seller's direct that payments received, less applicable service charges, shall be disbursed as follows:

**For a check to be mailed:**

Disburse \$ \_\_\_\_\_ or % \_\_\_\_\_ less applicable fees to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Disburse \$ \_\_\_\_\_ or % \_\_\_\_\_ less applicable fees to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

*First two check disbursements at no charge, \$2.15 every check disbursement thereafter*

**AND/OR**

**For Auto Deposit:**

Disburse \$ \_\_\_\_\_ or % \_\_\_\_\_ less applicable fees to: **Checking** or **Savings**

Bank Name: \_\_\_\_\_

Account number: \_\_\_\_\_

Routing number: \_\_\_\_\_

Disburse \$ \_\_\_\_\_ or % \_\_\_\_\_ less applicable fees to: **Checking** or **Savings**

Bank Name: \_\_\_\_\_

Account number: \_\_\_\_\_

Routing number: \_\_\_\_\_

**Note:** *There is no extra charge for a direct deposit*



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Title, LLC**

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**BUYER AUTHORIZATION AGREEMENT for  
AUTOMATIC PAYMENTS  
(ACH DEBITS)**

The undersigned Buyer(s) hereby authorize North Cascades National Bank, to debit payments to my account indicated for payment to the below named Financial Institution.

**DEBIT MY ACCOUNT AS FOLLOWS:**

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\$ \_\_\_\_\_

Charge my account the above amount  
(to include applicable service fee)

\_\_\_\_\_  
Begin on the above date

**Circle type of account:**

Checking

Savings

**Circle the date payment will occur:**

3<sup>rd</sup>

6<sup>th</sup>

10<sup>th</sup>

15<sup>th</sup>

25<sup>th</sup>

**CREDIT THE FOLLOWING BANK:**

North Cascades National Bank  
Account Number: 20509543  
Inland Professional Title, LLC

Contract Collection Account No.: \_\_\_\_\_

This authority is to remain in full force and effect until Inland Professional Title, LLC has received written notification from the undersigned of its termination. Said termination is required by Inland Professional Title, LLC within 3 business days prior to requested automatic payment date.

\_\_\_\_\_  
**Buyer:**