



OPEN ESCROW INSTRUCTIONS:

Who are you representing (please check one option) ☐ BUYER or ☐ SELLER ☐ Dual Agency

PLEASE FILL OUT FORM AND EMAIL TO: TC.MAUIREALTYCONNECTIONS@GMAIL.COM

ATTACH THE FOLLOWING DOCUMENTS TO YOUR EMAIL TO THE TRANSACTION COORDINATOR:

- ☐ Full Agent MLS
- ☐ Fully Executed Contract
- ☐ Accepted Counter Offer
- ☐ ANY Addendums &/or Amendments to the PC

PROPERTY INFO:

ADDRESS: _____
SALES PRICE: _____
CONTRACT REF DATE: _____
ACCEPTANCE DATE: _____
CLOSING DATE: _____
TMK#: _____
MLS#: _____

BUYER INFORMATION (If You are Representing Buyer, complete this section in full- if not, ONLY name is required)

Buyer 1: Title _____ Name: _____ Preferred Name: _____
Contact: Cell Phone _____ Home Phone: _____ Work Phone: _____
Email: _____ Fax: _____
Address: _____
Buyer 2: Title _____ Name: _____ Preferred Name: _____
Contact: Cell Phone _____ Home Phone: _____ Work Phone: _____
Email: _____ Fax: _____
Address: _____
Same Address as Buyer 1? **Y N** If not, Buyer 2 Address: _____
Buyer 1 available to sign closing docs? **Y N** Buyer 2 available to sign closing docs? **Y N**
Anything we need to be sensitive to regarding buyers? _____

SELLER INFORMATION (If You are Representing Seller, complete this section in full- if not, ONLY name is required)

Seller 1: Title _____ Name: _____ Preferred Name: _____
Contact: Cell Phone _____ Home Phone: _____ Work Phone: _____
Email: _____ Fax: _____
Address: _____
Seller 2: Title _____ Name: _____ Preferred Name: _____
Contact: Cell Phone _____ Home Phone: _____ Work Phone: _____
Email: _____ Fax: _____
Address: _____
Same Address as Seller 1? **Y** **N** If not, Seller 2 Address: _____
Seller 1 available to sign closing docs? **Y** **N** Seller 2 available to sign closing docs? **Y** **N**
Anything we need to be sensitive to regarding Seller? _____

REALTORS INFORMATION

Primary Agent _____ and cc Agent _____
Shared transaction Commission split ____/____ Shared transaction/Commission split w/other **MRC: % Plus GET?** **Y** ☐ **N** ☐
Company _____ Co-Op Agent _____
Co-Op Agent Phone# _____ Co-op Agent email address _____ Total Listing
Commission (if our Listing) _____% Co-Op Commission _____%
Referral Commission _____%
Referring Company _____

SUBJECT PROPERTY INFORMATION

Condo Parking Stall # _____ Gate Code (if any) _____ Lockbox Code _____ Owner Occupied? **Y** ☐ **N** ☐
Utilities "on" for the entire transaction? **Y** ☐ **N** ☐
Tenant occupying Property after closing? **Y** ☐ **N** ☐
Seller occupying Property after closing? **Y** ☐ **N** ☐
Home Warranty being ordered? **Y** ☐ **N** ☐
Fee Simple **Y** ☐ **N** ☐ Leasehold **Y** ☐ **N** ☐

ESCROW INFORMATION

Escrow Company _____ Escrow Agent _____
email _____ Phone _____

LENDER INFORMATION

LOAN OFFICIER _____ COMPANY _____
PHONE _____ EMAIL _____

If representing the seller - HARPTA applies? **Y** ☐ **N** ☐

If representing the seller - FIRPTA applies? **Y** ☐ **N** ☐

Is the Buyer or Seller doing a 1031 Exchange? **Y** ☐ **N** ☐

1031 Exchange Company: _____

Contact & email: _____

Short Sale? **Y** ☐ **N** ☐

Is there a TRUST involved? **Y** ☐ **N** ☐

TRANSACTION COORDINATOR INFORMATION

Our TC CAN NOT draft legal documents, but she can be a time saver and keep you on track for a smoother transaction! She can assist you by opening escrow, drafting a timeline for you, provide quotes for inspections, remind you of deadlines, request documents that are outstanding, order M-1 Doc's (with payment arrangements by you or your seller) and communicate with escrow regarding commissions due.

Her hands are tied, without this form being complete and without documents emailed to her immediately after acceptance of your offer. If there are any of the items below you do NOT want her to do, please let us know below.



HOW CAN THE WE HELP YOU SAVE TIME?

Open Escrow? ☐ Y ☐ N

Communicate with co-op agents &/or their TC to request information still outstanding? ☐ Y ☐ N

Communicate with your clients to receive documents back, or schedule appointments (if necessary)? ☐ Y ☐ N

Request 3 inspectors for timeframes and costs? ☐ Y ☐ N

Set up inspections? If so, she will provide you with days and times available by inspectors.

J-1 Home Inspection ☐ Y ☐ N Company _____

Solar Inspection ☐ Y ☐ N Company _____

Pool Inspection ☐ Y ☐ N Company _____

Termite Inspection ☐ Y ☐ N Company _____

Survey/staking ☐ Y ☐ N Company _____

Your OTHER recommended Companies for Inspections _____

Next Steps for Agent

1. Please go to THE BOX and then click on TEAM FOLDERS.
2. Find your TEAM FOLDER. Create a New Folder and name it "the Address of your transaction"
3. Create a file within your Folder and name it "Open Escrow" then upload all of your documents into it (such as PC, Counter offer, Open Escrow Form, MLS print out.

If you need help with doing this, just ask the TC, or a Broker.

1. Continue throughout the transaction to cc our TC on all emails pertaining to the transaction.
2. Use the address in your subject line and then item email is pertaining to. IE: Happy Street_ J1 Inspection
3. If something is agreed upon verbally, always email the TC the summary.

If a commission should change, a sale price change or closing date change, please notify the TC immediately.

NOTE: Any of these changes need an amendment to the PC.

All required documents need to be uploaded prior to receiving a commission check after closing.