



**Attn. to ESCROW OFFICER**

It is the policy of RE/MAX ALOHA HOMES and its Administration Department, that when a transaction has closed the following documents are to be included as part of the file:

Please deliver via EMAIL the items below ON/BEFORE Disbursement Date.

- *Termite Report Signed by Buyer and Seller*
- *Title Report Signed by Buyer and Seller*
- *Survey/Map Signed by Buyer and Seller*
- *Satisfaction Waiver Signed by Buyer and Seller*
- *FIRPTA/HARPTA Signed by Seller*
- *J-1 Inspection contingency and J-3 Final Walk Through Signed by Buyer*

**Please include the above items with a copy of:**

- (1) the Final Settlement Statement,
- (2) Commission check
- (3) Deposit slip at the close of every escrow and direct all correspondence and communications to our Transaction Coordinator's attention.

*(RE/MAX ALOHA HOMES HQ Office Commission Deposit Account)*

**Please deposit ALL commissions to:**

*Aloha Homes LLC dba RE/MAX ALOHA HOMES*

*American Saving Bank – Account No. 8104428008*

*(American Savings Bank Routing # 321370765)*