

READ ME FIRST –

REQUEST FOR ESCROW (ONLY) SERVICES

In order to properly and efficiently process requests for escrow services, it is imperative that all of the following requirements be met.

- _____ Fully Executed Copy of Lease delivered with signed Request for Escrow Services
- _____ All wires must be claimed and all documents related to the wires received within five (5) days or they are subject to being returned to Sender. Retransmissions of wires will be subject to a \$50 wire handling fee.
- _____ The disbursement form must be fully executed and should only be sent and will only be retained when funds are ready to be disbursed.
- _____ The disbursement form is to be sent to jgongora@nextterralaw.com
- _____ Physical checks are discouraged. If a physical check (cashier or regular) is being provided (not recommended), be advised that the minimum time for bank clearance is five (5) days and often can be ten (10) days or longer.
- _____ A copy of the Escrow Deposit form must be included with all check deposits. Please **also** include your contact information on the deposit form so we may reach you if necessary. The check **will not** be deposited without the required form(s).