

Master Copy

### Agreement to Enter into Contract

*This form must be filled out and signed by each party before a closing date will be set. The information provided is deemed to be true and correct by each party. Attached is a list of all documents that must be attached to this form. This is a final binding form to create the contract that will not be changed without an Amendment to the Contract which is a additional fee above the closing fees.*

**Buyer(s) Full Legal Name(as shown on State issued ID)**

\_\_\_\_\_ Social Security Number: \_\_\_\_\_  
1<sup>st</sup> Buyer

\_\_\_\_\_ Social Security Number: \_\_\_\_\_  
2<sup>nd</sup> Buyer

Phone Number(s): \_\_\_\_\_  
cell, home, work cell, home, work

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

Email: \_\_\_\_\_

**Seller(s) Full Legal Name(as shown on State issued ID)**

\_\_\_\_\_ Social Security Number: \_\_\_\_\_  
1<sup>st</sup> Seller

\_\_\_\_\_ Social Security Number: \_\_\_\_\_  
2<sup>nd</sup> Seller

Phone Number(s): \_\_\_\_\_  
cell, home, work cell, home, work

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

Email: \_\_\_\_\_

Attached copy of State Issued ID

**Sale Information**

**Property Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

*This information can be found at the county or on your loan documents*

*If more space is needed please use attached notes form!*

**Parcel Number:** \_\_\_\_\_

**Outstanding Mortgage:** Yes \_\_\_\_\_ No: \_\_\_\_\_ *If yes please provide Mortgage statement prior to closing.*

**Will Reliable Escrow be paying the Mortgage:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Is Property a Mobile Home?** Yes \_\_\_\_\_ No \_\_\_\_\_ **if answer is yes to this questions please attach title or copy of title if mobile home is still under loan.**

**Insurance to be paid through Reliable Escrow Services:** Yes: \_\_\_\_\_ No: \_\_\_\_\_  
*If yes buyer or seller (whomever insures property) must bring in statement of 1 year of Insurance paid in full by insurance company. NO EXCEPTIONS!!!!!!*

**Taxes to be paid through Reliable Escrow Services:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**If yes, please provide Tax Account number(s):** \_\_\_\_\_

**Will there be a balloon payment due on this property** Yes: \_\_\_\_\_ When: \_\_\_\_\_  
Amount: \_\_\_\_\_ No: \_\_\_\_\_

**Would either party like to obtain Title Insurance (from San Juan County Title and Abstract Co. through First American Title Insurance Company) to protect both Buyers and Sellers in the case of Default or Payoff?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**If yes, who will be paying Title Insurance costs?** Buyer: \_\_\_\_\_ Seller: \_\_\_\_\_ Split: \_\_\_\_\_

**Contract Details**

**Sale Amount:** \_\_\_\_\_

**Down Payment:** \_\_\_\_\_

**Starting Balance:** \_\_\_\_\_

**Loan Term:** \_\_\_\_\_

**1<sup>st</sup> Payment due:** \_\_\_\_\_

*usually 30 days after closing date*

**Interest Rate:** \_\_\_\_\_ **Per Annum (daily)** \_\_\_\_\_ **or Periodic** \_\_\_\_\_  
*Most Common on Real Estate Contracts* *Most Common on Mortgages*

**Interest Start Date:** \_\_\_\_\_  
*usually date of contract*

**Payment Amount:** \_\_\_\_\_  
*We can figure this amount for you if needed*

**Grace Period:** \_\_\_\_\_  
*Before account accrues any late fees (Most common is 10days)*

**Late Fee Amount:** \_\_\_\_\_

**Buyer or Seller to pay Escrow Closing Fee:** Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Split \_\_\_\_\_

**Buyer or Seller to pay Monthly/Annual Escrow Fees:** Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Split \_\_\_\_\_

**Will seller receive a check each month or Direct Deposit in bank account:**

**Check:** \_\_\_\_\_ **Direct Deposit:** \_\_\_\_\_  
*First payment will always be delivered via check by mail.*

If Direct Deposit please attache Direct Deposit slip.

Signed by all parties on this \_\_\_\_\_ day of \_\_\_\_\_.

By signing this form you also give Reliable Escrow Services, LLC the authorization to obtain a Payoff or any other information from your Underlying Mortgage company in reference to the above-mentioned property/mobile home.

**BUYER(S)**

**SELLER(S)**

\_\_\_\_\_  
1<sup>st</sup> Buyer Signature

\_\_\_\_\_  
1<sup>st</sup> Seller Signature

\_\_\_\_\_  
1<sup>st</sup> Buyer Print Name

\_\_\_\_\_  
1<sup>st</sup> Seller Print Name

\_\_\_\_\_  
2<sup>nd</sup> Buyer Signature

\_\_\_\_\_  
2<sup>nd</sup> Seller Signature

\_\_\_\_\_  
2<sup>nd</sup> Buyer Print Name

\_\_\_\_\_  
2<sup>nd</sup> Seller Print Name



## Closing Document Check List

- Fully executed Agreement to Enter Into Contract
- Copy of Valid Drivers License/ ID (BUYERS AND SELLERS)
- Most Recent Mortgage Statement (If underlying mortgage present)
- Mobile Home Title (If sale includes mobile home)
- Proof of Insurance -1 year paid in full (if insurance is to be paid through RES)
- Property Tax bills from SJC Treasurer (if taxes is to be paid through RES)
- Direct Deposit Slip for Proceeds (optional for Seller)