



### Escrow Payment Checklist

Agent: \_\_\_\_\_  
FMLS#: \_\_\_\_\_  
Phone: \_\_\_\_\_

*Agents remember to use the escrow payment deposit slip and deposit escrow payment at ANY Wells Fargo Bank Branch. Write “for deposit only” on the back of the check in the signature section” always make a copy of the deposit slip and check. You MUST deposit all earnest money deposits **within 24 hours** unless noted in the contract.*

Listing Address: \_\_\_\_\_  
Amount of Escrow Payment: \_\_\_\_\_  
Escrow Payment received on    /    /  
Contract Binding Date \_\_\_\_\_  
Escrow Payment Deposited on    /    /

### Check List

PHOTO COPY OF ESCROW CHECK

PHOTO COPY OF ESCROW DEPOSIT FORM

**DID THE BUYER ASK TO HOLD THE ESCROW DEPOSIT? YES NO**

**IS THE CONTRACT SIGNED AND BINDING YES NO**

**HAVE YOU SENT IN THE NEW CONTRACT SHEET YES NO**

*Please email a copy of the above to [broker@zellerman.com](mailto:broker@zellerman.com)*