



**AUTHORIZATION TO RELEASE ESCROW**

Date: \_\_\_\_\_

Realtor: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyer(s)/Tenant: \_\_\_\_\_

Seller(s)/Landlord: \_\_\_\_\_

Subj Address: \_\_\_\_\_

We hereby authorize Nexstar Title to release funds held in escrow as follows:

\$ \_\_\_\_\_ to \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_

Delivery Method:

Funds should be mailed to: \_\_\_\_\_

Funds will be picked up at our office.

Acknowledged by:

\_\_\_\_\_  
Buyer Date Seller Date

\_\_\_\_\_  
Buyer Date Seller Date

**PLEASE FAX THIS FORM TO 888-384-0870 OR E-MAIL TO [ACCOUNTING@NEXSTARTITLE.COM](mailto:ACCOUNTING@NEXSTARTITLE.COM) ALONG WITH APPROPRIATE DOCUMENTATION.**

**Refer to additional information on page 2.**

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Internal Use Only:

Date Received: \_\_\_\_\_ File#: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Funds sent by:  ACH  Wire  Check      Transfer from Nexstar Acct:  8111  5110

# ADDITIONAL INFORMATION

## AUTHORIZATION TO RELEASE ESCROW

1. When there is a fully executed sales contract, we require all buyer and seller signatures.
2. When there is a fully executed Contract or Agreement to Lease, or fully executed lease, we require all tenant and landlord signatures.
3. When there are no fully executed agreements, as in an offer situation, you will need to provide additional documentation as follows for escrow to be released:
  - a. Copy of the offer signed only by the Buyer or Tenant and
  - b. Copy of the MLS printout so that we can contact the listing agent directly to verify the transaction has not been fully executed by Seller or Landlord.
4. Allow 3 business days for our staff to verify and process this request.

## AUTHORIZATION TO TRANSFER ESCROW

*Before deciding to transfer funds, first determine if our real estate commission is more than what is being held in escrow. If so, it is more convenient for all parties to not transfer escrow and we will authorize the closing agent to subtract what we are holding in escrow from our commission that is due at closing. However, in some instances, the contract calls for an escrow transfer and funds must be transferred as is the case with REO properties.*

1. In order to transfer funds to another escrow or closing agent, we require all buyers and sellers signatures.
2. If funds are to be wired, a \$23 wire fee will be assessed.
3. Allow 3 business days for our staff to verify and process this request.

**Note: All documentation must be legible, filled out correctly and all signatures must agree with the original documentation. If not, additional delays will result.**

**If you have any questions, please direct them to Jonette Bourdo, Escrow Management. She can be reached at 800-743-0302 x 129 or send an e-mail to [jonette@nexstartitle.com](mailto:jonette@nexstartitle.com).**