

**Charles Liem**, Interim Secretary

**Charlie Crist**, Governor

## **BROKER CHECKLIST**

TO FACILITATE THE PROCESSING OF YOUR REQUEST FOR AN ESCROW DISBURSEMENT ORDER, PLEASE VERIFY THAT YOU HAVE INCLUDED THE FOLLOWING ITEMS BY COMPLETING THE BELOW CHECKLIST. THIS CHECKLIST IS NOT EXHAUSTIVE. THEREFORE, PLEASE REMEMBER TO INCLUDE ALL OTHER RELEVANT DOCUMENTATION PERTAINING TO THE SUBJECT TRANSACTION.

| <u><b>Item</b></u>  | <u><b>Yes</b></u> | <u><b>No</b></u> |
|---|-------------------|------------------|
| 1. All contracts and agreements<br>(front <u>and</u> back)<br>(must be <b>legible</b> ) | ( )               | ( )              |
| 2. All contracts and agreements have<br>signatures of <u>all</u> the parties            | ( )               | ( )              |
| 3. All addenda/riders are attached  | ( )               | ( )              |
| 4. All addenda/riders have signatures<br>of <u>all</u> the parties                      | ( )               | ( )              |
| 5. If third party financing is involved, a<br>statement of credit approval or denial    | ( )               | ( )              |

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Signature of Requesting Broker