



Title Guaranty Escrow Services, Inc.

Escrow No:
Seller :
Buyer :
Tax Key :
Property :

Tentative Closing Date:

Dear Client:

Congratulations! An escrow account has been established with Title Guaranty Escrow Services, Inc. ("Escrow") covering the transaction identified above.

I will be processing this escrow and will be communicating with you. If you are represented by a real estate agent, I will contact your agent for any information needed to complete this transaction. I can communicate with you and your agent in a variety of ways. All of Title Guaranty's employees are accessible by email. My e-mail address as well as my associate's e-mail address is noted below. All correspondence sent to you that requires a reply, will include a postage paid return envelope.

In order to process your escrow in a timely manner, your immediate return of the following enclosures is necessary for me to promptly and efficiently serve you. These forms and instructions may also be viewed at our website at www.tghawaii.com under Real Estate Documents.

1. Escrow Instructions and General Provisions (For your review and acceptance).
2. Buyer's Information Sheet (Please complete, sign and return).

Escrow must hold valid funds prior to closing. Final payments to Escrow from out of state clients must be paid via Fed wire: [__To be provided by your Escrow Officer__], for further credit to the Account of Title Guaranty Escrow Services, Inc., Account [_____] regarding Escrow Number [_____]. Hawaii clients may submit a cashier's check drawn on a Hawaii financial institution. All other forms of payments will delay closing.

Paragraph 4 of the Escrow Instructions and General Provisions specifies how earnings on funds deposited with Escrow will be treated. Unless Escrow is instructed otherwise in writing, an earnings accrual account will not be opened and all earnings on funds deposited will accrue to Escrow. Please read paragraph 4 carefully to understand your choices.

I look forward to working with you to assure the successful closing of your transaction. Please always reference your escrow number to expedite a response.

Aloha,

Escrow Officer
Phone:
E-mail:

Escrow Associate
Phone:
E-mail: