



Your Key to a Successful Transaction

REAL ESTATE TRANSACTION COORDINATORS
LICENSED REALTORS® • MLS ACCESS

GILLIAN CASH-LEWIN
NOTARY PUBLIC
Direct Line: 858-722-2202

SUSAN STAPCZYNSKI
Direct Line: 858-271-8801

E-Fax: 858-712-4129
info@yourkeytc.com
www.yourkeytc.com

WORK ORDER AGREEMENT

Order Date:	Property Address:
Sales Contract Date:	Sales Price:
Ordered By:	Phone #:
Escrow Company:	Escrow #:
Contact Name:	Phone #:

Agent herein authorizes this document to be placed into escrow and to serve as **complete escrow instructions to the escrow holder*** to charge agent at the close of escrow the amount of **\$400.00** and to further instruct escrow holder to pay said amount directly to Your Key TC, Independent Transaction Coordinator in said escrow. Agent agrees that this shall serve as the only escrow instructions necessary to accomplish the payment of the premium on behalf of the agent and that escrow holder is hereby authorized to use this signed form, or copy of this original signed form, as its demand without further instructions.**

ACKNOWLEDGED AND AGREED BY:

By signing your name here, you are accepting the responsibility of the above payment.

_____	_____	_____	_____
Agent	Date	Broker	Date

***Escrow Holder: by copy of this agreement you are instructed to mail the payment directly to the Transaction Coordinator along with Closing Statements for Broker's File.**

****Agent: If other arrangements are to be made, please sign this agreement and include a note as to how payment is to be made. Some brokers will not allow payment to be made through escrow; if this is the case please send payment directly to: Your Key TC, 12463 Rancho Bernardo Rd #282, San Diego, CA 92128.**

Agent and Broker agree that they shall indemnify, defend and hold harmless Your Key TC and its principals from any costs, expenses, attorneys' fees, losses, damages, suits, claims, or liabilities incurred and arising from or relating to the underlying sales contract and escrow agreement.

Referrals are always appreciated. Who do you know that can use our professional services today?

12463 Rancho Bernardo Road #282, San Diego, CA 92128