

# CHANGE IN ESCROW DEPOSITORY

RE 625 (Rev. 1/97) x

## GENERAL INFORMATION

- ✓ This form is for common interest subdivisions only.
- ✓ The Department of Real Estate should be notified of a change in the escrow depository. Attach a new set of sample escrow instructions to this form or similar form and forward to DRE.
- ✓ The *new* escrow officer must sign new supplementary escrow instructions when accepting these documents. Copies of all new documentation should accompany this form.

At the request of the Seller \_\_\_\_\_ (Subdivider),  
 \_\_\_\_\_ (Former Escrow Depository)  
 hereby relinquishes to \_\_\_\_\_ (New Escrow Depository)  
 the following documentation (as noted below) for the subdivision identified as Tract No. \_\_\_\_\_  
 Phase No.(s) \_\_\_\_\_, \_\_\_\_\_ (Name of Project)  
 in \_\_\_\_\_ (County), DRE File No.(s) \_\_\_\_\_.

### SUBDIVIDER:

I hereby authorize the relinquishment and acceptance of the items noted on this form.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
*(Typed/printed name)* *(Title)*

### FORMER ESCROW COMPANY:

I hereby relinquish possession of the noted items to the escrow depository shown above.

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

### NEW ESCROW COMPANY:

I hereby accept the noted items and will follow instructions as so stated on the forms which accompany the security instruments (Letters of Credit, Bonds, etc.).

By execution of this form, \_\_\_\_\_ (New Escrow Company)  
 hereby acknowledges that they shall notify the \_\_\_\_\_  
 Homeowner's Association of the transfer of these documents, by certified mail, return receipt requested, within 15 days of  
 execution of this form.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
*(Address)* *(Telephone Number)*

Indicate which documents are being transferred to the new escrow company:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> RE 613 and RE 611 (completion bond)  | <input type="checkbox"/> RE 643E and surety bond for subsidy and maintenance agreement                                       | <input type="checkbox"/> RE 643E and set-aside letter or letter of credit for subdivider's obligation to undertake subsidy program |
| <input type="checkbox"/> RE 643 and maintenance assessment bond                                       | <input type="checkbox"/> Copy of subsidy agreement   | <input type="checkbox"/> Irrevocable escrow instructions and original conveyance deed to the homeowner association                 |
| <input type="checkbox"/> RE 621   | <input type="checkbox"/> RE 643G and letter of credit for subdivider's obligation for capitol contributions (start up funds) | <input type="checkbox"/>   |
| <input type="checkbox"/> RE 621A and common area completion bond                                      | <input type="checkbox"/> RE 643 and set-aside letter or letter of credit for subdivider's obligation to pay assessments      |  |
| <input type="checkbox"/> Letter of credit or set-aside letter for common area improvement obligations |  |  |
| <input type="checkbox"/> RE 643B and surety bond for capital contributions (start-up funds)           |  |  |