



Pelican Escrow Services, LLC

Escrow Agent Administrator
Serving Bond for Deed and Private Mortgages
We Connect People

Escrow Account Set Up

Dear Title Company,

Thank you for choosing Pelican Escrow Services, LLC for you client’s Escrow Agent. Please complete the information below and return to us at your earliest convenience.

If you are preparing a Bond for Deed Contract or Cash Sale document for Closing, please send us a draft before the Closing date. In order to meet your client’s expectations of our services, we would like to review the document and services expected of us. After reviewing the Contract, we will notify you of our acceptance or any changes we feel necessary for servicing.

Our Account Set Up fee is \$380, which shall be collected at the Closing and mailed along with the original documents for servicing.

We look forward to servicing you and your client. If you have any questions, please contact us at: 985-626-5995.

Thank You!
Pelican Escrow Services, LLC

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Type of Contract: (Check one) Bond for Deed Installment Option Cash Sale Other

Today’s Date: _____ Projected Closing Date: _____ Time: _____ am/pm.

Title Company Information Your Reference File Name/#: _____

Title Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Email: _____

Phone: () _____ Fax: () _____

Name of Closing Attorney/Notary on Documents: _____

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Property Description:

Municipal Address: _____

City: _____ State: _____ Zip: _____

Parish: _____ Subdivision: _____

Lot: _____ Block: _____ Square: _____ District: _____

(New Orleans only)

Other Legal Description: _____

Is the Property being sold and purchased “As Is” Condition? (Check One) Yes No

Seller #1:

Name: _____ Soc. Sec #: _____
Address: _____ City: _____ State: _____ Zip: _____
Hm Phone: () _____ Cell Phone: () _____ Other: () _____
Email: _____ Married Status: _____

Seller #2: (Spouse, Partner, Other)

Name: _____ Soc. Sec #: _____
Address: _____ City: _____ State: _____ Zip: _____
if different from Seller #1
Hm Phone: () _____ Cell Phone: () _____ Other: () _____
Email: _____ Married Status: _____

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Purchaser #1:

Name: _____ Soc. Sec #: _____
Address: _____ City: _____ State: _____ Zip: _____
Hm Phone: () _____ Cell Phone: () _____ Other: () _____
Email: _____ Married Status: _____

Purchaser #2: (Spouse, Partner, Other)

Name: _____ Soc. Sec #: _____
Address: _____ City: _____ State: _____ Zip: _____
Hm Phone: () _____ Cell Phone: () _____ Other: () _____
Email: _____ Married Status: _____

Purchase Price	\$.
Down Payment	\$.
Amount Financed	\$.
Interest Rate (APR)	\$.
Monthly P & I Payment	\$.
Monthly T & I Payment	\$.
First Payment Due Date*		
Final Payment Due Date		
Days Grace Period		
Payment after Grace Period		

***NOTE:** The Purchaser's Bond for Deed or Purchase Option Due Date **Shall** be 15 days or more **BEFORE** the Seller's underlying Mortgage Payment Due Date. This allows for payment processing and mailing time.

Additional Payment Provisions: _____

Existing Liens (s): Yes No We will **Assume None** unless listed below

if Yes: There is a Mortgage/Lien recorded under instrument # (MOB) _____

Mortgage Company: _____ Loan #: _____

Phone: () _____ Fax: () _____

Mortgage Mailing Address for Payments: _____

Date of Mortgage: _____

Original Mortgage Amount: \$ _____ Current Principal Balance: \$ _____

Interest Rate: _____ % Fixed Rate: Yes No We will **Assume Fixed** unless stated otherwise

Mortgage Monthly Principal and Interest Payment: \$ _____ (P & I)

Mortgage Monthly Tax and Insurance Payments: \$ _____ (T & I)

Mortgage Total Monthly Payment: \$ _____ (Total)

The Next Mortgage Payment is Due on: _____, 20 _____

Final Mortgage Payment Date on: _____, 20 _____

If any Other Liens: Yes No If so, please provide the same information as above on a separate sheet.

Insurance Company:

Hazard Policy #: _____ Renewal Date: _____ Premium: \$ _____

Flood Policy #: _____ Renewal Date: _____ Premium: \$ _____

Agent's Name: _____

Phone: () _____ Fax: () _____

Special Instructions: _____

CHECKLIST OF DOCUMENTS TO SEND PELICAN ESCROW SERVICES, LLC FOR SERVICING:

- \$380 new Escrow Account Set Up fee
- A full set of Original documents of the contract or Note to be serviced
- Collect from Purchaser two months of escrow for taxes and insurance
- Collect from Seller, the prorated Taxes for Seller's portion
- Copy of current insurance policy(s); Both parties shall be listed
- Copy of most recent tax bill; indicating amount of Total Tax bill
- Copy of Homeowners Association and Home Warranty Invoice (if applicable)
- Copy of Mortgage(s) payment coupon with mortgage information
- This document completed
- Please send us a copy of the Recorded document once its issued an instrument number

WE APPRECIATE YOUR BUSINESS AND LOOK FORWARD TO SERVICING YOUR CUSTOMER!



Pelican Escrow Services, LLC

P.O. Box 181 Mandeville, LA 70470

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