



# Denali Escrow Services, Inc.

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## Account Set-Up Checklist

### Contract Collection Documents (Mandatory)

- Contract Collection Agreement (Installment Collection Agreement)
  - No blanks left on the form – Appropriate lines are filled out, if information not applicable draw line through it, dates and amounts should match information on the transaction document.
  - Initial First Page
  - Signatures - Second Page
  - Correct and Current Mailing Addresses, Phone Numbers, Optional E-Mail
- W-9 Form – If entity purchasing or selling under a business name W-9 to be filled out as business
  - Buyer/s (One per client)
  - Seller/s (One per client)
- Customer Identification Verification Form – If entity purchasing or selling under a business name contact point for the business will fill out the form.
  - Buyer/s (One per client)
  - Copy/Copies of State or Federal Identification
  - Seller/s (One per client)
  - Copy/Copies of State or Federal Identification

### Contract Collection Documents (Optional)

- Seller – Direct Deposit Section (Top box)

Example (Please be sure that all sections with circles are filled out):

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH-SELLER)**  
Denali Escrow Services, Inc. Account number: \_\_\_\_\_

I (we) hereby authorize Denali Escrow Services, Inc. to initiate credit entries to my (our)  Checking Account  Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to credit the same to such account. I (we) acknowledge that the origination of ACH transaction to my (our) account must comply with the provisions of U.S. laws.

Depository Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

This authorization is to remain in full force and effect until Denali Escrow Services, Inc. has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Denali Escrow Services, Inc. and Depository a reasonable opportunity to act on it.

Name(s)  (Please Print) ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: WRITTEN CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

- Buyer – Direct Payment Section (Bottom box)

Example (Please be sure that all sections with circles are filled out):

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH-BUYER)**  
Denali Escrow Services, Inc. Account Number: \_\_\_\_\_

I (we) hereby authorize Denali Escrow Services, Inc. to initiate debit entries to my (our)  Checking Account  Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Payment Amount: \_\_\_\_\_ Payment Date: \_\_\_\_\_

This authorization is to remain in full force and effect until Denali Escrow Services, Inc. has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Denali Escrow Services, Inc. and Depository a reasonable opportunity to act on it. If an ACH debit is return to us for NSF from the paying bank we are unable to re-debit the payment. It is the sole responsibility of the buyer to make the payment by certified funds. There will be an additional \$30.00 NSF due and payable at the time replacement funds are received by Denali Escrow Services, Inc.

Name(s)  (Please Print) ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: DEBIT AUTHORIZATION MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

## Transaction Document/ Title Documents

### If Transaction Deed of Trust/Promissory Note Transaction:

#### ORIGINAL FULLY EXECUTED:

- Deed of Trust - Recording information included.
- Promissory/ Deed of Trust Note - THERE SHOULD BE NO BLANKS ON THIS DOCUMENT.
- Request for Reconveyance

\*If for whatever reason Denali Escrow is not to hold originals there should be a mention of who is holding these originals in the special instructions of the Contract Collection Agreement.

### If Transaction is Not Deed of Trust/Promissory Note Transaction:

- Original Transaction Documentation – Contract for Deed, Lease with Option, etc.

\*If for whatever reason Denali Escrow is not to hold originals there should be a mention of who is holding these originals in the special instructions of the Contract Collection Agreement.

## Fees

### Please refer to Current Fee Schedule for amounts due:

- Set-Up Fee \$ \_\_\_\_\_
- Annual Servicing Fee \$ \_\_\_\_\_
- Taxes and Insurance Reserve Services (Optional Service) \$ \_\_\_\_\_

## Reserves (Optional)

Property Taxes and Insurance payments should be One-Twelfth of the bills per month. Collection for property taxes is only offered in the Fairbanks North Star Borough. Reserves can be property taxes and/or insurance.

- Insurance Declaration/Binder
- Parcel Account Number (PAN) with Fairbanks North Star Borough

\*Chart below for amounts to be collected.

Month of First Due Date	Property Taxes	Insurance
*For all due dates before and on the 15 <sup>th</sup> of month. If due date after the 15 <sup>th</sup> uses collection information from following month. Example: 1 <sup>st</sup> Due Date January 18 <sup>th</sup> use collection from February.		*First Year Must be Paid at time of Closing
January	5 Months	1 Month
February	6 Months	1 Month
March	7 Months	1 Month
April	8 Months	1 Month
May	9 Months	1 Month
June	10 Months	1 Month
July	11 Months	1 Month
August	12 Months	1 Month
Property Taxes for current year should be PAID IN FULL to the Borough as of August.		
September	1 Month	1 Month
October	2 Months	1 Month
November	3 Months	1 Month
December	4 Months	1 Month

This checklist has been reviewed and we acknowledge that the information needed to open an account with Denali Escrow Services has been completed as this checklist has detailed.

\_\_\_\_\_  
Payee (Seller) Print

\_\_\_\_\_  
Payee (Seller) Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Payee (Seller) Print

\_\_\_\_\_  
Payee (Seller) Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Payor (Buyer) Print

\_\_\_\_\_  
Payor (Buyer) Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Payor (Buyer) Print

\_\_\_\_\_  
Payor (Buyer) Signature

Date \_\_\_\_\_