



## Real Estate Deposit Escrow Service Instructions

Whether you are a real estate professional, or a buyer or seller of residential or commercial property, we hope this summary will answer all of your questions about our escrow service. If not, please contact Riverside Bank Escrow Services at 888.998.2538, or [escrowservices@riversidenb.com](mailto:escrowservices@riversidenb.com).

Here's how it works:

1. Download a copy of the Real Estate Deposit Escrow Agreement (“Escrow Agreement”) from this website. If, for any reason, you are unable to do this, please contact Riverside Bank Escrow Services at the telephone number or email address above, and we will send you a copy, or stop into any one of our convenient branch locations and ask for a copy.
2. Complete the Escrow Agreement by filling in the blanks. This can be done by typing directly into the downloaded copy of the Agreement, or feel free to handwrite or type the information. **Please be sure to fill in all blanks or write “n/a” if not applicable. The opening of the escrow account could be delayed if all information is not provided.**
3. The buyer and seller then sign and date the Escrow Agreement. Typically, this will be done at the same time the purchase and sale agreement is signed, although there is no requirement that the documents be signed at the same time.
4. Make the deposit check payable to “Riverside Bank Escrow Services.”
5. Make a copy of the buyer’s driver license.
6. Deliver the completed and signed Escrow Agreement, together with the copy of the driver license and the deposit check, to Riverside Bank. This can be done by (a) delivering them to any one of our convenient branch locations. If you do this, be sure the branch fills out and gives you a Receipt. The Receipt form is attached as the final page of the Escrow Agreement, or (b) mail them to Riverside Bank Escrow Services, 2<sup>nd</sup> Floor, 1600 South Federal Hwy., Ft. Pierce, FL 34950.
7. Upon receipt by our Escrow Services department, we will open the escrow account titled “Riverside Bank Escrow Account f/b/o [Buyer] / [Seller].” We will deposit the check into the escrow account, and send you email confirmation of receipt and deposit of the funds. No one will have access to the funds held in the escrow account, except designated Riverside Bank officers.
8. No later than five days prior to closing, the buyer or its agent will notify us of the identity of the closing agent and the date and time of closing. We will confirm these arrangements with the closing agent, and obtain wiring instructions. We will then send a confirming email stating our intent to disburse the funds to the closing agent.
9. No less than 24 hours prior to closing, we will wire the funds to the closing agent.

It's all that simple. You bring the Escrow Agreement and deposit check to us, and we hold and protect the funds until closing. Financial security and stability, 25 years experience handling people's money, a trusted bank in all the communities we serve – everything you need for peace of mind in the selection of an escrow agent.