

## Invoices Submitted for Payment

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All expenses not already authorized for payment in the California Residential Purchase Agreement and Joint Escrow Instructions will require written authorization to pay. It is important to submit the invoices for these expenses as early as possible in order to get the seller's or buyer's approval signature prior to close of escrow. Whoever is responsible for paying the invoice will need to sign the instruction.

- » If you know that an invoice is coming, but you don't know the exact amount, notify your escrow officer so that an amendment can be prepared stating:

***“Escrow Holder is instructed to pay an amount not to exceed \$\$\$ to ABC Company from proceeds due Seller at close of escrow.”***

If the amount on the actual invoice exceeds the amount stated in the amendment, we will require additional instructions before we pay the bill.

- » Another option when submitting a bill to escrow is to have your Seller or Buyer write the following statement on the invoice prior to submitting it to escrow:

***“Approved to pay from my account through escrow # \_\_\_\_\_.”***

Then have your client sign the document.