



STATE OF WASHINGTON
DEPARTMENT OF FINANCIAL INSTITUTIONS
 DIVISION OF CONSUMER SERVICES

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ESCROW AGENT CLOSURE OF OFFICE ESCROW TRUST FUNDS RESPONSIBILITY FORM

I, _____ License No. _____
printed name of outgoing designated escrow officer *outgoing designated escrow officer*

hereby certify that the attached itemized accounts are a true status of all funds being held in the escrow agent trust fund, for which I release responsibility, pending disbursement of such funds.

Signature of outgoing designated escrow officer *Date*

Please attach the following:

1. Trust Liability (trial balance)
2. Bank Statement
3. Reconciliation

I, _____
printed name of custodian of records

hereby acknowledge the attached itemized accounts to be a true status of all funds in the escrow agent trust fund for which I accept responsibility, pending disbursement of such funds.

Signature of custodian of records *Date*

NOTE: Until trust account balance is zero, the responsible person must file quarterly reports to DFI in compliance with WAC 208-680C045(4). Quarterly reports must include reconciliations, trial balance, and trust bank account statement.

CUSTODIAN OF RECORDS CONSENT TO SERVICE

_____, a company authorized to do business in Washington, has surrendered a license issued by the state of Washington to engage in the business of an escrow agent and hereby consents that suits and actions arising out of it's escrow business may be commenced against the company in the state of Washington. Service of any process of pleadings in said action or suit may be made by delivering process or pleadings to the Director, Department of Financial Institutions, Olympia, Washington.

The Director shall, within five working days, mail to the custodian of records for the escrow agent at it the address below, written notice of any process or pleadings delivered to the Director.

Signature of custodian of records *Date*

NOTE: Records must be maintained in the state of Washington for at least six years. The Department must be notified in writing, if there is a change of location or custodian of records.