

## **Business Transaction Escrow Order Worksheet**

Please fax completed form to us at toll-free 1-800-637-2660

| Business Name  Business Name   |   |   |                                 |  |  |   |  |  |  |
|--|---|---|---------------------------------|--|--|---|--|--|--|
|  |   |   |                                 |  |  | Is this business a franchise? ☐ Yes ☐ No  |  |  |  |
| Street Address   |   |   |                                 |  |  | Type of transaction: ☐ Asset Sale ☐ Stock Sale ☐ Other  |  |  |  |
| City   |   |   | County                          |  |  | State   |  | Zip  |  |
| SELLER INFORMATION   |   |   |                                 |  |  |   |  |  |  |
| Name of seller(s)  |   |   |                                 |  |  |   | Seller's legal status (check one): ☐ Married ☐ Single ☐ Corporate Entity   |  |  |
| Name of officer (if seller is a corporate entity)  |   |   |                                 |  |  | Title of officer (if applicable)  |  |  |  |
| Street address of seller (please do not use same address as business)  |   |   |                                 |  |  | State of incorporation (if seller is a corporate entity)  |  |  |  |
| City   |   |   | County                          |  |  | State Zip   |  | Zip  |  |
| Contact phone no.  |   |   | Fax no.                         |  |  | Seller's email address:   |  |  |  |
|  |   |   |                                 |  |  |   |  |  |  |
| Name of buyer(s)  Runar's legal atotal (check and):   Runar's lega |   |   |                                 |  |  |   |  |  |  |
| Name of officer (if buyer is a corporate er  | ntity)  |   |                                 |  | Buyer's legal status (check one): ☐ Married ☐ Single ☐ Corporate Entity  Title of officer (if applicable)  |   |  |  |  |
| Street address of buyer  |   |   |                                 |  |  | State of incorporation (if buyer is a corporate entity)   |  |  |  |
| ,  |   |   | County                          |  |  |   |  | Zip  |  |
| City   |   |   | County                          |  |  | ·   |  | Σίμ  |  |
| Contact phone no.  |   |   | Fax no.                         |  |  | Buyer's email add   | iress:   |  |  |
| PURCHASE PRICE INFORMATION   |   |   |                                 |  |  |   |  |  |  |
| A. TOTAL CONTRACT SALES PRIC   | E:  |   |                                 |  |  |   | \$   |  |  |
| B. EARNEST MONEY DEPOSIT:  | □ Deposited v   | vith escrow agent                       | Held by broker ☐ Other          |  |  |   | \$   |  |  |
| C. THIRD-PARTY FINANCING:  |   |   |                                 |  | \$   |   |  |  |  |
| D. ASSUMPTION OF LIABILITY:  |   |   |                                 |  |  | \$  |  |  |  |
| E. SELLER FINANCING:   |   |   |                                 |  | atestock   |   | \$   |  |  |
| F. BALANCE OF CASH DUE FROM  | BUYER AT CLO  | SING:                                   |                                 |  |  |   | \$   |  |  |
|  |   |   |                                 |  |  |   |  |  |  |
|  |   | Ī                                       | HIRD-PARTY FINANCIN             | G INFORMATION (if anni   | licable)   |   |  |  |  |
| Lender (bank) name   |   | 1                                       | HIRD-PARTY FINANCIN             | G INFORMATION (if appl<br>Contact person   | licable)   |   |  | Telephone no.  |  |
| Lender (bank) name   |   |   |                                 | Contact person   |  |   |  | Telephone no.  |  |
| Lender (bank) name  Type of obligation being assumed by buy  | ver: □ Promiss  | A                                       | SSUMPTION OF LIABILI            |  |  | Loan or account i   | 10.  | Telephone no.  |  |
| Type of obligation being assumed by buy  Balance being assumed   | ver: ☐ Promiss Original amount o  | A<br>sory note ☐ Equipmen               | SSUMPTION OF LIABILI            | Contact person   | olicable)  | Loan or account of Interest rate (if ap   |  | Telephone no.  Date next payment due   |  |
| Type of obligation being assumed by buy  Balance being assumed   | Original amount of  | A sory note □ Equipmer of obligation Me | SSUMPTION OF LIABILI nt lease   | TY INFORMATION (if app   | plicable)  |   |  |  |  |
| Type of obligation being assumed by buy Balance being assumed \$ First note amount   | Original amount of  | Asory note ☐ Equipment of obligation    | SSUMPTION OF LIABILI nt lease   | Contact person  TY INFORMATION (if app   | plicable)  |   | oplicable)   |  |  |
| Type of obligation being assumed by buy  Balance being assumed  \$  First note amount  \$  Second note amount  | Original amount o   | Assory note ☐ Equipment of obligation   | SSUMPTION OF LIABILI  Int lease | TY INFORMATION (if app.  No. of payments remainin  NFORMATION (if application)   | plicable)  | Interest rate (if ap  | oplicable)   | Date next payment due  |  |
| Type of obligation being assumed by buy  Balance being assumed  \$  First note amount  \$  Second note amount  | Original amount of \$  Monthly installme \$  Monthly installme  | Assory note ☐ Equipment of obligation   | SSUMPTION OF LIABILI  Int lease | TY INFORMATION (if app  No. of payments remainin  NFORMATION (if applica  Term  Term   | g stble) months  | Interest rate (if ap  | oplicable)   | Date next payment due  Balloon payment date (if applicable)  |  |
| Type of obligation being assumed by buy Balance being assumed \$ First note amount \$ Second note amount \$  | Original amount of \$  Monthly installme \$  Monthly installme  | Assory note ☐ Equipment of obligation   | SSUMPTION OF LIABILI nt lease   | Contact person  TY INFORMATION (if application)  No. of payments remainin  NFORMATION (if application)  Term  Term   | g stble) months  | Interest rate (if ap  | oplicable)   | Date next payment due  Balloon payment date (if applicable)  |  |
| Type of obligation being assumed by buy Balance being assumed \$ First note amount \$ Second note amount \$  | Original amount of \$  Monthly installme \$  Monthly installme  | sory note                               | SSUMPTION OF LIABILI nt lease   | Contact person  TY INFORMATION (if app  No. of payments remainin  NFORMATION (if applica  Term  Term  S AND CONDITIONS  ent) Escrow closing  | g  able)  months  months  costs are bein   | Date first paymer  Date first paymer  | oplicable)   | Date next payment due  Balloon payment date (if applicable)  |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  | Original amount of \$  Monthly installme \$  Monthly installme \$   | sory note                               | SSUMPTION OF LIABILI Int lease  | No. of payments remainin  NFORMATION (if application)  NFORMATION (if application)  Term  SAND CONDITIONS  ant)  Escrow closing  Buyer  Ser training?  Is the business   | g  months  months  costs are beineller  Split eq  trade name in  | Date first paymer  Date first paymer  Date first paymer  g paid by:  ually □ Other  | oplicable)   | Date next payment due  Balloon payment date (if applicable)  Balloon payment date (if applicable)  |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes \( \sigma \) No  Is inventory included in the purchase price  | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  | sory note                               | SSUMPTION OF LIABILI  Int lease | No. of payments remainin  NFORMATION (if applica  Term  SAND CONDITIONS ent)  Escrow closing D Buyer Se r training? Is the business Yes \( \sigma \)  urchased?  If yes, how muc   | g  months  months  costs are bein eller  Split eq trade name in lo   | Date first paymer  Date first paymer  Date first paymer  g paid by:  ually □ Other  | opticable)  If yes, what is the list a motor vehicle.  | Date next payment due  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes \( \subseteq No \)  Is inventory included in the purchase pric  Yes \( \subseteq No \)  Is a non-compete agreement included?  | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  If yes, wh  If ye | sory note                               | SSUMPTION OF LIABILI Int lease  | Contact person  TY INFORMATION (if app.  No. of payments remainin  NFORMATION (if application  Term  S AND CONDITIONS  ant) Escrow closing  Buyer  Serve closing  r training? Is the business  Yes  N  urchased? If yes, how muc  \$  Is the business  | policable)  g  able)  months  months  costs are bein eller □ Split eq trade name in lo th telephone nun  | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other   | If yes, what is the  | Balloon payment date (if applicable)  Balloon payment date (if applicable)  Balloon payment date (if applicable)  a trade name?  be being transferred through escrow?  |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes \( \text{No} \)  Is inventory included in the purchase price  Yes \( \text{No} \)  No   | Original amount of \$  Monthly installme \$  Monthly installme \$  Proration  If yes, ho  ee? If yes, wl  \$  Non-com   | sory note                               | SSUMPTION OF LIABILI  Int lease | No. of payments remainin  NFORMATION (if application)  NFORMATION (if application)  Term  SAND CONDITIONS  ant)  Escrow closing  Buyer Ser training?  Is the business  Yes Now much  | g  Ible)  months  months  costs are bein eller □ Split equated name in loch  telephone nun lo  | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?   | If yes, what is the last a motor vehicles No.  No. Does this busine Yes No.  | Balloon payment date (if applicable)  Balloon payment date (if applicable)  Balloon payment date (if applicable)  a trade name?  e being transferred through escrow?   |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes No  Is inventory included in the purchase pric Yes No  Is a non-compete agreement included?  Yes No   | Original amount of \$  Monthly installme \$  Monthly installme \$  Proration  If yes, ho  e? If yes, wl  \$  Non-com  | sory note                               | SSUMPTION OF LIABILI  Int lease | No. of payments remainin  NFORMATION (if applica Term  SAND CONDITIONS ent) Escrow closing Buyer   Se r training? Is the business   Yes   N urchased? If yes, how muc \$ Is the business   Yes   N   | policable)  g  able)  months  months  costs are bein eller □ Split eq trade name in coth telephone nun lo with (ie, network with (ie, network with (ie, network)             | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other  cluded?  hber included?  | If yes, what is the last a motor vehicles No.  No. Does this busine Yes No.  | Date next payment due  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  ss have a liquor license?   |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes   | Original amount of \$  Monthly installme \$  Monthly installme \$  Proration  If yes, ho  ve? If yes, wl \$  Non-com  ugh escrow? If yes, wl  Sublease □ Other  | sory note                               | SSUMPTION OF LIABILI Int lease  | No. of payments remainin  NFORMATION (if application of payments remainin)  NFORMATION (if application of payments remainin)  NFORMATION (if application of payments remainin)  Ferm  SAND CONDITIONS  Buyer Sent Secret Se | policable)  g  months  months  months  costs are bein eller  Split eq trade name in- to ch  telephone nun to with (ie, network sferred through                               | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  hber included?  rksolutions.com or   | If yes, what is the same of th | Date next payment due  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  ss have a liquor license?   |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes   | Original amount of \$  Monthly installme \$  Monthly installme \$  Proration  If yes, ho  ve? If yes, wl \$  Non-com  ugh escrow? If yes, wl  Sublease □ Other  | sory note                               | SSUMPTION OF LIABILI Int lease  | No. of payments remainin  No. of payments remainin  NFORMATION (if application of payments remainin)  NFORMATION (if application of payments remainin)  Form  SAND CONDITIONS  Escrow closing Buyer Sent yes New Yes N | policable)  g  months  months  costs are beineller   Split eq trade name into bth  telephone num to with (ie, network seferred through d (check all that                     | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  tksolutions.com or  a escrow?  t apply):                                     | If yes, what is the last a motor vehicle Yes No Does this busine Yes No register.com) (if are If yes, enter amo \$   | Date next payment due  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  ss have a liquor license?   |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes No Is inventory included in the purchase pric Yes No Is a non-compete agreement included?  Yes No Is a domain name being transferred throughes No Type of lease New lease Assignment of lease Is real estate being sold with this busines Yes No  | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  If yes, where the series of t | sory note                               | SSUMPTION OF LIABILI  Int lease | No. of payments remainin  NFORMATION (if application of payments remainin)  NFORMATION (if application of payments remainin)  Term  SAND CONDITIONS  ant) Escrow closing Buyer Ser training? Is the business Yes Nurchased? If yes, how much services Is the business Yes No  Website currently registered with the services required Services Required Services required Title policy Property title (check all that apply)   | policable)  g  months  months  costs are bein eller   Split eq trade name in lo th telephone nun lo with (ie, network sferred through d (check all that e search   Su        | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  tksolutions.com or  a escrow?  t apply):                                     | If yes, what is the last a motor vehicle Yes No Does this busine Yes No register.com) (if are If yes, enter amo \$   | Balloon payment date (if applicable)  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  ss have a liquor license?                                  |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes   | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  If yes, where the series of t | sory note                               | SSUMPTION OF LIABILI  Int lease | Contact person  TY INFORMATION (if app.  No. of payments remainin  NFORMATION (if application of the payments remainin)  Form  SAND CONDITIONS  Buyer   Secrow closing   If yes, how much secrow close   No   Secrow close   No   Secrow close   No   Secrow close   No   No   Secrow close   No   No   No   No   Real estate services required   Title policy   Property title  | policable)  g  months  months  costs are bein eller   Split eq trade name in lo th telephone nun lo with (ie, network sferred through d (check all that e search   Su        | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  tksolutions.com or  a escrow?  t apply):                                     | If yes, what is the last a motor vehicle Yes No Does this busine Yes No register.com) (if ar If yes, enter amo \$  | Balloon payment date (if applicable)  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  pplicable)  unt  |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes No Is inventory included in the purchase pric Yes No Is a non-compete agreement included?  Yes No Is a domain name being transferred throughes No Type of lease New lease Assignment of lease Is real estate being sold with this busines Yes No  | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  If yes, where the series of t | sory note                               | SSUMPTION OF LIABILI  Int lease | No. of payments remainin  NFORMATION (if application of payments remainin)  NFORMATION (if application of payments remainin)  Term  SAND CONDITIONS  ant) Escrow closing Buyer Ser training? Is the business Yes Nurchased? If yes, how much services Is the business Yes No  Website currently registered with the services required Services Required Services required Title policy Property title (check all that apply)   | policable)  g  months  months  costs are bein eller   Split eq trade name in lo th telephone nun lo with (ie, network sferred through d (check all that e search   Su        | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  tksolutions.com or  a escrow?  t apply):                                     | If yes, what is the state of th | Balloon payment date (if applicable)  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  pplicable)  unt  |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes No  Is inventory included in the purchase pric  Yes No  Is a non-compete agreement included?  Yes No  Is a domain name being transferred throu  Yes No  Type of lease New lease Assignment of lease Is real estate being sold with this busines  Yes No   | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  If yes, where the series of t | sory note                               | SSUMPTION OF LIABILI  Int lease | No. of payments remainin  NFORMATION (if applicatem)  NFORMATION (if applicatem)  Term  SAND CONDITIONS  ant)  | policable)  g  months  months  costs are bein eller   Split eq trade name in lo th telephone nun lo with (ie, network sferred through d (check all that e search   Su        | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  tksolutions.com or  a escrow?  t apply):                                     | If yes, what is the last a motor vehicles on  | Balloon payment date (if applicable)  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  pplicable)  unt  |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes No Is inventory included in the purchase pric Yes No Is a non-compete agreement included?  Yes No Is a domain name being transferred throughes No Type of lease New lease Assignment of lease Is real estate being sold with this busines Yes No  Personal Property Taxes  Yellow Page Advertising  Equipment Lease   | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  If yes, where the series of t | sory note                               | SSUMPTION OF LIABILI Int lease  | No. of payments remainin  NFORMATION (if application)  NFORMATION (if application)  Ferm  SAND CONDITIONS  SAND CONDITIONS  SAND CONDITIONS  SAND CONDITIONS  SAND CONDITIONS  Is the business  Yes   N  Website currently registered with the property title policy   Property title (check all that apply)  Rent (including CAM   Equipment Lease   Other  | policable)  g  months  months  costs are bein eller   Split eq trade name in lo th telephone nun lo with (ie, network sferred through d (check all that e search   Su        | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  tksolutions.com or  a escrow?  t apply):                                     | If yes, what is the samotor vehicle Yes No Poes this busine Yes No register.com) (if any samount to prora \$  Amount to prora \$  Amount to prora \$   | Date next payment due  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  ss have a liquor license?  pplicable)  unt  te                            |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes   | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  If yes, where the series of t | sory note                               | SSUMPTION OF LIABILI Int lease  | No. of payments remainin  NFORMATION (if application)  NFORMATION (if application)  I ferm  SAND CONDITIONS  SAND CONDITIONS  SECOND CONDITIONS  It is the business  Yes No  Website currently registered of the condition of the c | plicable)  g  able)  months  months  costs are bein eller □ Split eq trade name in- to th  telephone nun o with (ie, network sferred through d (check all that e search □ St | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  Ther included?  tksolutions.com or  a escrow?  t apply): urvey □ Tax certifi | If yes, what is the samotor vehicle Yes No Poes this busine Yes No register.com) (if any samount to prora \$  Amount to prora \$  Amount to prora \$   | Balloon payment date (if applicable)  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  ss have a liquor license?  pplicable)  unt  te  te  te  te |  |
| Type of obligation being assumed by buy  Balance being assumed \$  First note amount \$  Second note amount \$  Additional note terms and conditions  Date of contract  Is training to be provided by seller?  Yes No Is inventory included in the purchase pric Yes No Is a non-compete agreement included?  Yes No Is a domain name being transferred throughes No Type of lease New lease Assignment of lease Is real estate being sold with this busines Yes No  Personal Property Taxes  Yellow Page Advertising  Equipment Lease   | Original amount of \$  Monthly installmes  Monthly installmes  Proration  If yes, ho  If yes, where the series of t | sory note                               | SSUMPTION OF LIABILI Int lease  | No. of payments remainin  NFORMATION (if application)  NFORMATION (if application)  Ferm  SAND CONDITIONS  SAND CONDITIONS  SAND CONDITIONS  SAND CONDITIONS  SAND CONDITIONS  Is the business  Yes   N  Website currently registered with the property title policy   Property title (check all that apply)  Rent (including CAM   Equipment Lease   Other  | policable)  g  months  months  costs are bein eller   Split eq trade name in lo th telephone nun lo with (ie, network sferred through d (check all that e search   Su        | Date first paymer  Date first paymer  Date first paymer  g paid by: ually □ Other cluded?  Ther included?  tksolutions.com or  a escrow?  t apply): urvey □ Tax certifi | If yes, what is the samotor vehicle Yes No Poes this busine Yes No register.com) (if any samount to prora \$  Amount to prora \$  Amount to prora \$   | Date next payment due  Balloon payment date (if applicable)  Balloon payment date (if applicable)  e trade name?  e being transferred through escrow?  ss have a liquor license?  pplicable)  unt  te                            |  |