

## **Escrow Instructions and Application**

**(KEEP THIS PAGE)**

CTCA ESCROW, LIMITADA, (CTCA) d/b/a LandAmerica-Commonwealth Title of Central America and COMMONWEALTH LAND TITLE INSURANCE COMPANY, a Nebraska company ; hereinafter, collectively and individually referred to as "Escrow Agent") has agreed to enter into the attached agreement as an impartial party for the passage of funds in a real estate transaction.

CTCA will do everything it can to deliver the escrow funds as set forth below. Banking regulations and procedures for international transactions, however, create the necessity of certain restrictions and requirements.

### **DOCUMENTS REQUIRED TO OPEN AN ESCROW ACCOUNT:**

- A **Know Your Client Form** completed & signed by each buyer and seller.
- **Escrow Agreement** must be completed and signed by all necessary parties. Please note that CTCA cannot accept escrow funds without a signed escrow agreement.
- **Copy of Passport** of all parties (if no passport, a comparable government-issued identification may be substituted upon review and approval by Escrow Agent). This is required of persons acting in individual OR corporate capacity.
- If any party is a corporation: sufficient **documents of legal representative** (showing legal capacity to act on behalf of the company, such as bylaws, power of attorneys, etc.), and copy of **corporate I.D.**
- If the deposit is a wire transfer, please provide a **copy of the wire transfer receipt. Wire transfer is the preferred method. NOTE:** Before depositing ANY check, you must provide us with a copy of the check for review and approval by Escrow Agent and to determine the sufficient time required by the bank for clearance of funds. If the deposit is by check, please provide a copy of the deposit receipt. **Seller must provide wiring instructions** or instructions on how payment is to be made.
- If the deposit is a wire transfer, the receiving bank's service charge of 0.15% (minimum \$15, maximum \$40) will apply. Please include this additional amount with the deposit. **Please add \$40 for each wire.**
- In addition to the service charge above, YOUR bank will probably charge a fee for the wire transfer. It is also your responsibility to include payment for your bank fees at the time the wire transfer is made. **You need to pay your bank fees directly to your bank.**

From time to time, Costa Rican banking regulators will require the production of further documentation for audit and verification. These may include a letter of explanation of how you earned the money; a bank reference letter and a current bank statement from your bank. We ask for your cooperation in the production of this and any other additional requested documentation. We will only ask you to provide what is absolutely necessary. **NOTE: OPTION 1 usually requires less paperwork than the other options and is the preferred method.**

CHECKLIST & STEP BY STEP INSTRUCTIONS    **(KEEP THIS PAGE)**

- Know Your Client Form completed & signed. Be sure to answer all questions as thoroughly as possible. Source of funds answer should include **specifics of how you earned the money**, including the name & address of any business you own or work for, if that is how your funds were earned.
- Escrow Agreement completed & signed. Be sure to let us know which Escrow Bank/method you choose so that we give you the applicable agreement.
- Copy of passport of every party named in the agreement. Include the first pages (with photos and Passport number) and also the pages with the most current stamps on them.
- If party is a Corporation, please see additional instructions on page 1.
- Keep our Wire Instructions. You will need them to make the deposit.
- Return the requested documents to CTCA by faxing to 011-506-666-0015 or scan and email to [JRobertson@LandAm-CTCA.com](mailto:JRobertson@LandAm-CTCA.com)

After these documents are received by both parties, CTCA will then assign a File # for the transaction. CTCA will contact and you give you their File Number and instruct you to:

- Fill in the CTCA Escrow File number on your Wire Instructions form.
- Make the deposit per the attached wire instructions.
- Fax a copy of your deposit receipt to 011-506-666-0015 or email [JRobertson@LandAm-CTCA.com](mailto:JRobertson@LandAm-CTCA.com) either a copy of the deposit receipt, or type the information on the receipt onto the email. We may need this information to track the wire transfer.

CTCA will provide you with a copy of the completed escrow agreement upon receipt of the funds.

If you have any questions regarding the above, please call LandAmerica Commonwealth Title of Central America at 011-506-666-0005 or Janet Robertson at 011-506-337-4251 or Karla Amador 011-506-883-9641

OR email your questions to [JRobertson@LandAm-CTCA.com](mailto:JRobertson@LandAm-CTCA.com). Be sure to include a phone number where you can be reached.

## WIRE TRANSFER INFORMATION

**OPTION #1: Incoming wire transfer from Customer's U.S. Account to our U.S. Escrow Account: (PREFERRED METHOD!)**

BANK NAME: **Bank of America**, 275 Valencia Avenue, Brea, California, 92823  
ACCT: 1235696124  
ABA #: 026009593  
BENEFICIARY: Commonwealth Land Title Insurance Corp.  
NOTIFY: Carly Verzi / Fax: 407-481-0897 or email to [cverzi@landam.com](mailto:cverzi@landam.com)

PLEASE REFERENCE OUR FILE NUMBER AND THE NAME OF BUYER:  
File # E- \_\_\_\_\_  
Name: \_\_\_\_\_

Should you need additional assistance, please contact Carly Verzi at (407)835-2647.

**OR**

## COSTA RICA ESCROW ACCOUNT INFORMATION

**Incoming Wire Transfers from inside Costa Rica in US Dollars to**

**Bank name: BANCO NACIONAL de COSTA RICA**

**Name of account: CTCA ESCROW LIMITADA**  
Dirección: **San José Costa Rica.**  
**Banco Nacional de Costa Rica**  
Numero de Cuenta Cliente: **15117110020001154 (Sinpe)**  
SWIFT CODE: **BNCR CRSJ**  
INTL. CODE : **019462**  
NUMERO DE CUENTA: **100-02-171-000115-9 (from another BNCR account)**

PLEASE REFERENCE OUR FILE NUMBER AND THE NAME OF BORROWER/BUYER: E- \_\_\_\_\_

NOTIFY: Beatriz Estrada Kopper, BN Banca Premier - Tel (506) 289-2618  
[bestrada@bncr.fi.cr](mailto:bestrada@bncr.fi.cr) to notify Janet Robertson at LandAmerica.

**The following will help you determine the amount of your wire deposit:**

**\$ \_\_\_\_\_**

**Initial Escrow per Agreement**

**\$ \_\_\_\_\_**

**International wire fee**

**\$ \_\_\_\_\_**

**CTCA Escrow Fee**

**\$ \_\_\_\_\_**

**YOUR Bank's wire Charge**



File # \_\_\_\_\_

### Know Your Client Form

The following information is required under Costa Rican Law before we can accept wire transfers where you or your company appears as sender or beneficiary. **Please complete one for each buyer and each seller.**  
Thank you for your assistance and understanding.

**PERSONAL INFORMATION (or information of the Legal Representative if Corporation)**

Complete Name (exactly as on your passport):  
\_\_\_\_\_

Nationality \_\_\_\_\_ Date of birth (day/month/year) \_\_\_\_\_ Place of birth (City/State or Province/Country) \_\_\_\_\_

Identification number \_\_\_\_\_ Passport  Residence Identity Card  Cedula ID  Other \_\_\_\_\_

Complete Permanent **Residential** Address (include State or Province and Country)  
\_\_\_\_\_  
\_\_\_\_\_

Complete **Mailing** Address (if different from residential address)  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone# \_\_\_\_\_ Cellular # \_\_\_\_\_ Fax # \_\_\_\_\_ email address \_\_\_\_\_  
( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ @ \_\_\_\_\_

Profession/Job Position \_\_\_\_\_ Marital Status \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_ # of years \_\_\_\_\_  
M  S  D

Employment Information – Name and phone number of employer:  
\_\_\_\_\_  
Address:  
\_\_\_\_\_  
\_\_\_\_\_

If the account name on the sending (buyer) or receiving (seller) bank account is a **Corporation**, the following information is required, in addition to the information above.

Name of Corporation (must match name on bank account)	Corporate ID#
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Corporate address
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Phone number ( )	Fax ( )
Email address:	

**FUNDS INFORMATION (to be completed by all)**

Information about bank that the funds are coming **from**, if buyer, or funds are going **to**, if seller

Name of Bank	
Address of Bank:	
Account number	Phone Number ( )
#	Name of Bank Employee handling transaction

Source of Funds – Buyers, please explain in detail how the funds were acquired/earned . Sellers please briefly describe the current sales transaction.
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The undersigned hereby declares that this form has been completed correctly and that the information provided is accurate, and complete. The undersigned confirms that the funds involved were not derived from any illegal activity.

X \_\_\_\_\_  
Signature (as name appears on passport)

Date: \_\_\_\_\_

