**ASSIGNMENT OF FUNDS LETTER**

Have your homeowners sign and notarize this form. This form tells the title company who to make the checks payable to. There will be times when the entire closing check will be payable to you. It is then your responsibility to disburse funds to the homeowners.

For example, you may get a check for $25,000 and owe the homeowners $5,000 of it. It is better for you to get the $25,000 and give them $5,000 than to have the homeowners get the check for $25,000 and decide to keep it all at the last minute.

In most cases, I am making more than the homeowners and I don’t want any hard or weird feelings suddenly arising because they see that I made more than they did. I have never run into a problem with a homeowner giving me a hard time at the last minute, but I am always prepared. That is why I use forms like this to cover myself.

**ASSIGNMENT OF FUNDS LETTER**

**To Whom It May Concern:**

**I/We** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request that our check(s) be made payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the closing of our property (**property address/location**):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with any questions or concerns that need to be addressed.

**IN WITNESS WHEREOF**, Assignor(s) execute this assignment on this the \_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 200\_\_\_.

Attestation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**STATE OF** \_\_\_\_\_\_\_\_\_\_\_\_\_ **COUNTY OF** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 200\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Public

My commission expires: