

XYZ Title Company
100 Main Street
Cleveland, Ohio 44105

**SAMPLE
FORM**

Date _____

William E. Hanson, Director
Housing Inspection Department
City of Shaker Heights
3400 Lee Road
Shaker Heights, Ohio 44120

Re: Sale of Property at _____
From **Seller** to **Buyer**

Dear Mr. Hanson:

Please be advised that we, as escrow agents in the above transaction, are holding
\$ _____ in escrow pending correction of all code violations identified in the City's
Point of Sale inspection dated _____

We agree not to release any funds from this account until the City has issued a Certificate
of Compliance.

Please confirm receipt of this letter and acceptance of the amount to be held in escrow so
we may proceed to transfer title.

Sincerely,

Agent's Name
Escrow Agent

Enclosure: Buyer's acknowledgement form