



EARNEST MONEY Instructions

**Payments: cashier/certified bank check,
cash is not allowed**

**Make check payable to: Coldwell Banker Trust or see
email from your agent**

Make sure to put home buying address in memo

**Mail to: Coldwell Banker TREG
Attn: Ann Delsman
964 W Ryan St, Suite C
Brillion, WI 54110**

**Secured Drop Box: Back door of Suite C, outside of
Brillion office has CB logo on it**

Office hours: By appointment only. Call 920-993-7355

PREFERRED method:

Electronic Earnest Money:

You will receive an email from Trust Funds, a 3rd party vendor, that will allow you to electronically pay your earnest money directly to our trust account @ Coldwell Banker Real Estate Group. There is a \$5 service fee. It will update your agent when it is submitted and is all paperless!

1) there is a secret word your agent will give you verbally or by text to verify the email is not fraudulent.

2) you will need to provide your bank's routing & account number

| | | |
|---|---------------------------|-------------------------|
| YOUR NAME 1234 Main Street Anywhere, OH 00000 | DATE _____ | 123 |
| PAY TO THE ORDER OF _____ | \$ _____ | |
| _____ DOLLARS | | |
| ⑆0⑆④④⑦②③②④ | ⑆0⑆00①②③④⑤⑥⑦⑧⑨ | ⑆①②③ |
| ROUTING NUMBER | ACCOUNT NUMBER | CHECK NUMBER |

