



Escrow Checklist For Real Estate Agents

WHEN OPENING ESCROW, BE SURE TO PROVIDE YOUR ESCROW OFFICER WITH THE FOLLOWING:

- Fully executed copy of the purchase contract with complete property address including zip code. Include property profile if available.
- All amendments, counter offers, addendum
- Completed TERM SHEET
- Earnest money check (EMD) payable to "Fidelity National Title Company"
- Submit a completed "Statement of Information" for buyer(s) and seller(s)
- Is there a solar panel system? Inform Escrow Officer if leased or owned.
- Existing loan information
- Direct who is to receive electronic copies of all documents such as preliminary report, CC&R's etc.
- Let your escrow officer know immediately if the seller is a non-resident as additional disclosures may be required.
- If seller or buyer is a corporation, submit the "Articles of Incorporation", bylaws, and a corporate resolution authorizing the sale or purchase of the subject property.
- If the seller or buyer is a partnership, submit a copy of the partnership agreement and a copy of the recorded statement/ certificate of partnership
- If the seller or buyer is a trust entity, submit a copy of the trust agreement and a signed verification of trustee
- If the seller or buyer plan to go out of the country and in need of a Power of Attorney, please notify your escrow officer immediately

WITHIN FIRST 10 DAYS OF ESCROW:

- Order all inspections.
- If corrective work is required, provide information to your escrow officer as to who is paying the fee .
- Follow up with the buyer(s) to make sure that they have submitted all documents that their lender requires.
- Review the Preliminary Title Report carefully.
- Educate the buyer(s) on the importance of "Homeowner's Title Policy" when in doubt connect them with your local Fidelity National Title Sales Executive
- Inform your escrow officer of any changes in contract.
- Let your escrow officer know how your buyer(s) are taking title on the property.
- Communication with all parties throughout the transaction is **KEY TO A SMOOTH CLOSING! We are here to help!**

10 DAYS BEFORE CLOSING:

- Ensure all amendments and exhibits are provided to lender.
- Provide any additional amendments to contract.
- Ensure all seller-paid closing costs are in place and have NO changes.
- Ensure home warranty is in place.
- Ensure hazard insurance is in place.
- Verify with your escrow officer all funds needed for closing.
- Carefully review pre-audit settlement statement.
- Conduct client walk through.

WHAT TO EXPECT AT SIGNING APPOINTMENT (CONSUMMATION DATE)?

- Your buyer(s) should expect to sign at the escrow office one or two business days before closing date.
- If funds are required to close, ensure your buyer(s) to bring a cashier's check to the escrow office 24 hours before recording or wire transfer the same day as closing. ****NOTE: ALWAYS VERIFY WIRE INSTRUCTIONS DIRECTLY WITH YOUR ESCROW OFFICER - BY PHONE OR IN PERSON.**
- Ensure that your buyer(s) and/or seller(s) have a valid photo ID available at signing. Acceptable identification includes: Driver's License, State ID or Passport.

Contact us immediately with any of your questions.

