

Escrow Checklist

BUYER	SELLER
Statement of Information	Statement of Information
Earnest Money via Check	Existing Loan information
If the Buyer is a corporation, submit the Articles of Incorporation, bylaws, and a corporate resolution authorizing the purchase of the subject property	If the Seller is a corporation, submit the Articles of Incorporation, bylaws, and a corporate resolution authorizing the purchase of the subject property
If the Buyer is a partnership, submit a copy of the partnership agreement and a copy of the recorded statement/certificate of partnership	If the Seller is a partnership, submit a copy of the partnership agreement and a copy of the recorded statement/certificate of partnership
If the Buyer is a trust entity, submit a copy of the trust agreement or a signed certification of trust	If the Seller is a trust entity, submit a copy of the trust agreement or a signed certification of trust
If Buyer plans to go out of the country and is in need of a Power of Attorney, please notify your escrow officer and your lender for approval of a Power of Attorney	If Buyer plans to go out of the country and is in need of a Power of Attorney, please notify your escrow officer and your lender for approval of a Power of Attorney
Vesting Information (How to take title on the property)	Let your escrow officer know immediately if the Seller is a non US resident as additional disclosures may be required
Contact Information for your HomeOwner's Insurance Carrier	HOA Information (if applicable)
Home Warranty Information (if applicable)	Review Preliminary Title Report and ensure names are spelled correctly
Contact Information for Lender / Mortgage Broker	Expect to receive the Seller's Closing Disclosure prior to Buyer's signing
Review Preliminary Title Report and understanding the importance of "HomeOwner's Title Policy"	Have a valid photo ID available at signing, acceptable ID includes: Driver's License, State ID or Passport
Work with Your Lender for Loan Approval	All Individuals named on the Grant Deed must be present at the signing. If this presents a conflict, please notify your escrow officer
Ensure names are correctly spelled on loan documents as the same will appear on your deed	If your sales proceeds will be wired into a bank account, please provide the name of institution, routing number, and account number. If such information is to be transmitted via email please ensure your email is ENCRYPTED
Expect to sign at the escrow company no less than three business days after the Closing Disclosure is received by the Buyer	
If funds are required to close, a cashier's check or wire transfer is required 24 hours prior to closing	
Prior to wiring any funds, you should contact the intended recipient via a verified telephone number and confirm that the wiring information is accurate. Do not rely on telephone numbers or Web site addresses provided within an unverified e-mail	
Have a valid photo ID available at signing, acceptable ID includes: Driver's License, State ID or Passport	