



What Do I Need to Close Escrow?

In order to expedite the closing of escrow, the escrow officer will need the following materials:

From the Seller

- Name, address, and loan number of each lender who is receiving loan payments (bring in payment coupon showing balances, loan numbers, etc. on all loans against your property)
- Name, address, and phone number of the Homeowner's Association and monthly dues amount
- Complete list of tenants, if any, including amounts of rents, date to which paid, the amounts of security deposits, and copies of all leases
- Name, address, and phone number of each real estate broker to be paid a commission
- Name and address of the water company together with the stock certificate for property assignment and proration, if applicable

From the Buyer

- Exact name, marital status, and manner in which the title is to be acquired
- Name and address of the proposed lender
- Name and phone number of the loan representative
- Terms of the new loan
- Name, address, and phone number of the fire insurance agent and amount of insurance to be written

From the Real Estate Agent

- Copy of the residential purchase agreement and joint escrow instructions
- Fully executed copies of all counter offers, if any
- Name, address, and phone number of each real estate agent authorized by broker to be paid a commission
- Whether escrow is contingent upon the closing of another escrow
- Whether escrow to close is concurrent with another escrow, but not necessarily contingent upon that escrow
- Name and address of the lender for the buyer's new loan
- Name of title company to issue the title insurance policy, type of title policy, and amount of coverage
- Desired closing date
- Items to be prorated thru escrow
- Name and address of the water company together with the stock certificate for property assignment and proration, if applicable
- Name of termite company (agent orders the termite report and completion)
- All terms of the sale concerning escrow

SettlementOne Title Company

provides title insurance services to realtors and lenders nationwide. For over a decade, SettlementOne Title's experienced experts continue to offer superior service, industry leading technology, and reliable, accurate services throughout every step of your real estate transaction.

For more information,
please contact your
SettlementOne Title Company
Rep Today!

SettlementOne
Title Company

www.settlementonetitle.com

This information is for general reference only and is not to be construed as tax or legal advice.