

The Life Of An Escrow

Buyer and Seller sign Purchase & Sale Agreement
(Deposit Receipt)

Buyer's or Seller's Broker/Agent opens Escrow

Escrow holder orders preliminary report
from the Title company

Prepare Escrow Instructions and
all pertinent documents

Preliminary report received
and reviewed

Order demands at Seller's request

Receive Demands and review.
Notify Seller

Buyer and Seller sign and return Escrow
instructions to Escrow

Order Statement of Information on
Buyers & Sellers and clear Title General
Index matters

Order Beneficiary Statement
at Seller's request

Receive Beneficiary Statement. Review
terms of transfer and notify Seller

Bills from termite company, roofers, appliance inspection
company and home warranty company are forwarded to
Escrow at the direction of the Seller

Loan documents received from Lender

Buyer's loan documents executed and returned to
Escrow with funds

Review file to determine that all conditions have been met
and all documents properly executed, notarized and good
funds received (for Buyer & Seller)

Request funds from the
Loan Company

Forward documents to the Title Company
And review title insurance requirements
With Title Officer

Loan funds received and deposited

Close file, prepare statement and disburse funds

Final documents sent to interested parties

