Fidelity National Title

Steps for a Successful Escrow

1. When you open escrow, specify **"FIDELITY"** for your title insurance. Ask for your Escrow Reference number to use for all future communications.

2. Read and understand the Preliminary Title Report. If an item is not understood, phone your escrow officer or title officer.

3. **COMMUNICATE** with your escrow officer. He/She must be instructed when to order payoffs, releases, etc. It is important that you keep him/her informed as to loan approval and related issues.

4. Inform your escrow officer if any changes occur. All changes should be in writing. Remember, with rare exceptions, escrow acts only on **MUTUAL** instructions.

5. It is important to understand the fiscal tax year, debits, credits, prepaid interest, impounds, and due and delinquent dates in order that this information will be easily understood by your client. Familiarize yourself with "normal" buyer's and seller's closing costs.

6. Check each signature for accuracy as to middle initials and spelling. Have your client sign exactly as shown on the document. Make sure all required documents are signed and notarized when applicable.

7. Double check all papers and documents before returning them to your escrow officer to verify the following:
   a. They are signed properly. Any and all changes are initialed.
   b. The vesting shows as the clients had requested.
   c. Addresses are supplied for all future correspondence.
   d. Any changes in phone numbers are provided.
   e. Any and all addendum's are executed.
   f. All funds held by the broker are deposited into escrow.
   g. The client has noted if their closing statements/funds are to be mailed or picked up.
   h. The notary completes the acknowledgment, signs it and places the seal clearly.
   i. Closing fund are sent by certified/cashiers check or wire.