Fidelity National Title

Escrow Roles Defined

RESPONSIBILITIES OF EACH PARTY IN AN ESCROW

THE BUYER:

- Deposits BUYER: funds to pay the purchase price and funds for property and closing costs.
- Provides deed of trust or mortgages needed to secure loan.
- Arranges for borrowed funds to be deposited into escrow.
- Provides, if required, documents such as inspection reports, insurance policies, and lien information to verify compliance to the escrow instructions.

THE SELLER:

- Deposits the deed to the buyer with the escrow holder.
- Provides evidence to meet the buyer's conditions of sale, such as proof of repair work and inspections.
- Submits other documents such as tax receipts, mortgage information, insurance policies, and warranties.

THE LENDER:

- Deposits loan funds, lender instructions, and other loan documents with the escrow holder.

THE ESCROW HOLDER:

- Serves as a central depository for funds and documents.
- Obtains a title insurance policy.
- Fulfills the lender's requirements, if applicable.
- Secures approval from the buyer on requested documents.
- Prorates insurance, taxes, and rents, as instructed.
- Fulfills buyer and seller instructions.
- Allocates funds for closing costs and verifies that required funds from each party are deposited into escrow.
- Once all conditions are met the escrow holder causes the necessary documents to be recorded.
- Executed loan documents are forwarded to the lender.