Fidelity National Title

Escrow Checklist

BUYER

Statement of Information

Earnest money via Check payable to Fidelity National Title Company

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 buyer is a partnership, submit a copy of the partnership agreement & 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 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)

Contact information for your Homeowner's Insurance carrier

Home warranty information (if applicable)

Contact information for lender / mortgage broker

Review the preliminary title report and understanding the importance of the "Homeowner's Title Policy"

Work with your lender for loan approval

Ensure names are correctly spelled on loan documents as the same will appear on your deed

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 website addresses provided within an unverified e-mail. **ALWAYS CALL BEFORE YOU WIRE.**

Have a valid photo ID available at signing, acceptable ID includes: Driver's License, State ID or Passport.

SELLER

Statement of Information
Existing loan information

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 seller 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 trust entity, submit a copy of the trust agreement or a signed certification of trust

If the seller plans to go out of the country and is in need of a Power of Attorney, please notify your escrow officer

Let your escrow officer know immediately if the seller is a non US resident as additional disclosures may be required

HOA Information (if applicable)
Review Preliminary Title Report & ensure names are spelled correctly Expect to receive the seller's "Closing Disclosure" prior to buyer's signing

Have a valid photo ID available at signing. Acceptable ID includes: Driver's License, State ID or Passport

All individuals named on the "Grant Deed" must be present at the signing. If this presents a conflict, please notify your escrow officer

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.