Fidelity National Title

Escrow Checklist
For Real Estate Agents

WHEN OPENING ESCROW, BE SURE TO PROVIDE YOUR ESCROW OFFICER WITH THE FOLLOWING:

- ☐ Fully executed copy of the purchase contract with complete property address including zip code. Include property profile if available.
- ☐ All amendments, counter offers, addendum
- ☐ Completed TERM SHEET
- ☐ Earnest money check (EMD)
- ☐ Submit a completed "Statement of Information" for buyer(s) and seller(s)
- ☐ Is there a solar panel system? Inform Escrow Officer if leased or owned.
- ☐ Existing loan information
- ☐ Direct who is to receive electronic copies of all documents such as preliminary report, CC&R's etc.
- ☐ Let your escrow officer know immediately if the seller is a non-resident as additional disclosures may be required.
- ☐ If seller or buyer is a corporation, submit the "Articles of Incorporation", bylaws, and a corporate resolution authorizing the sale or purchase of the subject property.
- ☐ If the seller or buyer is a partnership, submit a copy of the partnership agreement and a copy of the recorded statement/ certificate of partnership
- ☐ If the seller or buyer is a trust entity, submit a copy of the trust agreement and a signed verification of trustee
- ☐ If the seller or buyer plan to go out of the country and in need of a Power of Attorney, please notify your escrow officer immediately

WITHIN FIRST 10 DAYS OF ESCROW:

- ☐ Order all inspections.
- ☐ If corrective work is required, provide information to your escrow officer as to who is paying the fee .
- ☐ Follow up with the buyer(s) to make sure that they have submitted all documents that their lender requires.
- ☐ Review the Preliminary Title Report carefully.
- ☐ Educate the buyer(s) on the importance of "Homeowner's Title Policy" when in doubt connect them with your local Fidelity National Title Sales Executive
- ☐ Inform your escrow officer of any changes in contract.
- ☐ Let your escrow officer know how your buyer(s) are taking title on the property.
- ☐ Communication with all parties throughout the transaction is **KEY TO A SMOOTH CLOSING! We are here to help!**

10 DAYS BEFORE CLOSING:

- ☐ Ensure all amendments and exhibits are provided to lender.
- ☐ Provide any additional amendments to contract.
- ☐ Ensure all seller-paid closing costs are in place and have NO changes.
- ☐ Ensure home warranty is in place.
- ☐ Ensure hazard insurance is in place.
- ☐ Verify with your escrow officer all funds needed for closing.
- ☐ Carefully review pre-audit settlement statement.
- ☐ Conduct client walk through.

WHAT TO EXPECT AT SIGNING APPOINTMENT (CONSUMMATION DATE):

- ☐ Your buyer(s) should expect to sign at the escrow office one or two business days before closing date.
- ☐ If funds are required to close, ensure your buyer(s) to bring a cashier's check to the escrow office 24 hours before recording or wire transfer the same day as closing. **NOTE: ALWAYS VERIFY WIRE INSTRUCTIONS DIRECTLY WITH YOUR ESCROW OFFICER - BY PHONE OR IN PERSON.
- ☐ Ensure that your buyer(s) and/or seller(s) have a valid photo ID available at signing. Acceptable identification includes: Driver's License, State ID or Passport.

Contact us immediately with any of your questions.

For the best in service, remember to always insist on Fidelity National Title.

Trusted everywhere, every day.