



STEPS FOR A SUCCESSFUL ESCROW

Ask for your **ESCROW NUMBER** to use for all communications.

READ the Preliminary Report from the title company. If you do not understand an item, contact your escrow or title officer.

COMMUNICATE with your escrow officer, keeping him/her informed of all transaction issues such as payoffs, releases, loan approvals, etc.

INFORM your escrow officer of any changes. Make sure all changes are in writing. Remember, with rare exceptions, escrow officers act only on mutual instructions.

UNDERSTAND the tax calendar, debits, credits prepaid interest, impounds, etc. Ask questions if you do not understand. Familiarize yourself with typical closing costs.

ALLOW TIME for your escrow officer to review your loan documents prior to your scheduled signing appointment.

Make sure that **FUNDS** are deposited into escrow on time. (Closing funds must come by wire – and never accept changes to wire instructions by email. Always call your escrow officer and confirm all wire instructions verbally before sending any funds.)

CHECK all documents upon receipt and before returning them to verify the following:

- Any changes are initialed.
- All signatures are correct, signed exactly as shown, with middle initials and proper spelling.
- Notary acknowledgements, when required, are completed and the notary's seal is clearly placed.
- All vesting information is shown correctly.
- New addresses and phone numbers are supplied for all future correspondence.
- Any required addendums or amendments are executed.