

# LIFE OF AN ESCROW



TITLE 365™



Prepare escrow instructions and pertinent documents

Obtain Buyer/Seller signatures  
Disclosure Processing  
Property and Termite Reports.  
Homeowner's Assoc. Documents

Order title order

Receive and review Preliminary Report

Order Payoff Demands, if any. Clear any liens. Review taxes on Preliminary Report.

Receive demands

Process Financing

If loan assumption, request Beneficiary Statement

Receive beneficiary statement. Review terms of transfer and current payment status.

If new financing, certified instructions and Preliminary Report to Lender

Receive loan approval

Request loan documents

Receive loan documents. Review file to verify all contingencies removed, all conditions met, all reports/documents ordered and received (termite inspection/clearance, home warranty, homeowner's association, insurance). Prepare additional documents (2nd Deed of Trust, Bill of Sale, etc.) and final Amendments, if any.

Figure file and request signatures on all remaining documents and instructions

Forward documents to title company.

Return loan documents

Obtain funds from Buyer

Request loan funds

Lender funds loan

Authorize recording

Documents record. Prepare closing statements, and issue checks.

Forward closing papers and checks to all interested parties: Buyer-Seller-Brokers/Agents-Lender



Contact us by phone  
1-877-365-9365



More information at  
<http://www.Title365.com>

