



TITLE SECURITY

— *Agency of Arizona* —

ESCROW CHECKLIST

OPENING ESCROW:

Provide Escrow Officer with the following:

- Fully executed copy of Contract
- All Amendments, Counter Offers, Addendums
- Employment Agreement
- Copy of Listing
- Legal Description and/or Tax Code Number
- Earnest Money check payable to: **Title Security Agency**
- Marital status of Buyer
- Manner in which Buyer will take title
- Social Security numbers for Seller and Buyer
- Information on existing loan
- If new loan, company, loan officer and phone number
- Homeowner's Association information

WHILE ESCROW IS OPEN:

- Order termite inspection
- Inform Escrow Officer of any changes in contract
- Review the Preliminary Title Report carefully
- Call Escrow Officer with any questions or concerns
- Communicate, communicate, communicate!

BEFORE CLOSING:

- Order Home Warranty (if any)
 - Provide Escrow Officer with name and phone number of insurance agent
 - Schedule closing appointment with Escrow Officer
 - Carefully review pre-audit settlement statement
 - Verify with Escrow Officer exact funds needed for closing
 - Advise your clients that a "Cashier's Check" payable to **Title Security Agency** is needed for closing
 - Advise your clients to bring government issued picture ID to closing for notary purposes
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