STEPS FOR A SUCCESSFUL ESCROW

1. Ask for your ***ESCROW REFERENCE NUMBER*** to use for all future communications.

2. ***READ*** the Commitment for Title Insurance or Preliminary Report. If you do not understand an item, contact your escrow or title officer.

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

4. ***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.

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

6. ***ALLOW TIME*** for your escrow officer to review the loan documents prior to the signing appointment.

7. Make sure that ***FUNDS*** are deposited into escrow on time. (Closing funds are by certified/ cashier's check or wire.)

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

   - ❑ *Changes are all initialed.*
   - ❑ *Signatures are correct, signed exactly as shown, with middle initials and spelling.*
   - ❑ *Notaries, when required, are completed and the seal is clearly placed.*
   - ❑ *Vesting is shown correctly.*
   - ❑ *Addendums are executed.*

Lawyers Title

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