

OPEN ESCROW

The contract to purchase the property has been signed by buyer and seller and is sent to escrow.

1

EARNEST MONEY

Earnest money is deposited to the appropriate party per the contract.



2

TITLE SEARCH

The title team searches the public records for matters affecting the property, buyer, and seller.

3

REQUIREMENT GATHERING

Escrow works with all parties to obtain required items from the contract and title commitment.



5

TITLE COMMITMENT

Title prepares and sends the title commitment. This shows which policies will be issued, policy premiums due at closing, and requirements to issue the policies.

4

SETTLEMENT STATEMENTS

Escrow prepares the closing disclosure and/or settlement statements with help from the parties. Once approved and balanced, they are sent to the real estate agents for review.

6

SIGNING DOCUMENTS

Buyer and seller will sign the closing documents and deposit any required documents and/or funds to close the transaction with escrow.



7

POLICIES ISSUED

Title team will package original recorded documents and title policies. These are sent to buyer and lender after closing.

10

FUND & RECORD

Title documents are recorded with the county recorder, payments are sent, proceeds are disbursed to the seller, and keys are released to the buyer.

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READY TO RECORD

Once the public records are searched, all executed documents reviewed, and all funds to close received, escrow will have the okay to record.

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