Life of a Sale Escrow

Receive and review fully executed Sale Contract and Broker's Instructions

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Order Preliminary Title Report

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Send out Opening Letters to Parties

Obtain name(s) of lenders, exchange accommodators, attorneys, etc.

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Receive and review Preliminary Title Report

Order loan payoff statements & Clear other title exceptions

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Receive and review loan documents

Order Insurance Binder (proof of coverage)

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Prepare Closing Statements and Escrow documents

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Obtain signatures on documents and funds due to close

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Return loan documents to lender for review

Forward documents to be recorded to title company or department for review

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Receive authorization from lender to record and fund and then authorize title company to record

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Receive loan funds

Receive confirmation of recording ("rechecks")

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Disburse all funds

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Forward final documents to all parties