



TIPS FOR A SMOOTH ESCROW CLOSING

- 1 Make sure the Purchase and Sale Agreement** is fully executed with names, marital status of all parties, addresses and contact phone numbers. Also, make sure the Purchase and Sale Agreement is legible since this is Escrow/s main source of information.
- 2 Is there a Power of Attorney needed?** If so, make sure the client has the original or it has been recorded. Have Escrow or Title review it as soon as possible to confirm form, dates and notary are correct.
- 3 Are the buyers or sellers out of state?** Let the closer know early to allow adequate time for delivery of documents.
- 4 Are the buyers or sellers out of this country?** If so, the client must have the documents notarized at an American Consulate or Embassy.
- 5 If any divorces, deaths, or trusts** appear on title, we will need copies of divorce decrees, death certificates or trust agreements (not necessarily available through public record).
- 6 Are utilities addressed on the Purchase and Sale Agreement?** Is the addendum attached? Make certain your Closer has a list of the utilities that need to be paid.
- 7 If the property is a condominium or PUD,** please furnish Escrow with the name and address of the Homeowner's Association.
- 8 Are there any specific or special needs of your buyer or seller?** The Escrow Officer can help you with schedules, physical limitations or other needs.
- 9 Is the buyer receiving a home-buyer's warranty?** If so, let the Closer know who is ordering it and who is paying for it.
- 10 DID YOU SPECIFY BEVERLY WILSHIRE ESCROW FOR ESCROW?**

