

ESCROW CHECKLIST

ESCROW REQUIREMENTS:

- Fill out the Request for Contract information form at the sales office. Let us know the best way to contact you: home, work, cell, email.
- Make the decision on how to hold Title. (Consult with legal counsel or attorney)
- Let your Escrow Officer know if your funds are coming from the sale of an existing home.

LOAN APPROVAL:

- Provide all documents for loan approval to lender.
- Ensure your names are spelled correctly on loan application and as you would like them to appear on your Deed.
- Remind your loan agent that your Escrow Officer needs your loan documents at least 10 days before you expect to receive your keys.

PREPARE FOR YOUR ESCROW APPOINTMENT:

- Call Escrow Officer for amount needed to close, preferred in the form of a wire transfer of funds.
- All people named on the loan documents must be at the signing.
- All must bring Valid Driver's License or Passport.

Brief List of the Best Sources for Assistance for Certain Common Questions:

- ▼ Details of your purchase agreement...
Builder Sales Representative
- ▼ Final amounts needed to close escrow (after receipt of loan papers)...
Escrow Officer or Escrow Assistant
- ▼ Possession and key to home...
Builder Sales Representative
- ▼ Hazard/Fire Insurance...
Insurance Agent or Escrow Officer if you would like a quote for First American Homeowners Insurance.
- ▼ Loan requirements & Financial matters...
Lender or Mortgage Company
- ▼ Escrow Instructions...
Escrow Officer or Escrow Assistant
- ▼ How to take title or ownership...
Attorney or other Real Estate Expert
- ▼ Questions regarding property tax impounds...
Lender or Mortgage Company



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