

Escrow Worksheet

SELLER



*First American
Title Insurance Company*

NAME _____

	LINE	SENT	RECEIVED
Opening Escrow Letter to Title Company / Expectation Agreement			
Escrow Opened			
Commission Instructions (Copy of Plano & Listing Agreement)			
Instructions for any bonuses, 10K, etc.			
“Pending” to MLS			
Identity Statement			
Deed / Affidavit of Value			
Amended Instructions			
Title Commitment	94-103		
Payoff #1 Info Provided			
Payoff #2 Info Provided			
Payoff #3 Info Provided			
Homeowners Association Info on Addendum			
Appraisal	59-61		
Home Inspection	230-248		
Home Warranty	257-263		
Swimming Pool Barrier Regulations	217-221		
Lead Base Paint Disclosure	140-153		
Septic Inspection on On-Site Wastewater Treatment Facility Addendum			
Septic Repairs Completed			
Seller Notified of Closing Date / Time			
Closing Funds Needed (if applicable)			
Pre-audit			
Copies of Closing Package to Broker			
Keys, Garage Door Openers, etc. from Seller			
Remove Lock Box			
Collect Any Courtesy Keys			
Remove Sold Signs			
Seller Property Disclosure Statement (SPDS)	131-133		
Insurance Claims History	134-139		
Affidavit of Disclosure	154-158		

COMPLIMENTS OF

First American Title Insurance Agency