



This is your **35-Step** checklist outlining the functions to be performed by your real estate team - your real estate agent, lender, and title and escrow company - for a successful real estate transaction.



The **steps** have been color-coded to indicate the role each member of your "team" will take and the order in which each task is typically performed.



We've numbered these functions for your convenience, however, some of these steps occur simultaneously.



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buying a home in
35 STEPS

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TITLE/CLOSING
PROFESSIONAL



ALL TEAM
MEMBERS



legend

REAL
ESTATE AGENT



LENDER/
LOAN BROKER



-  1. Pre-qualification issued and loan programs discussed
-  2. Property previewed and selected
-  3. Offer presented
-  4. Contract ratified
-  5. Escrow opened
-  6. Loan application taken, Loan Estimate (LE) delivered within 3 days
-  7. Contract reviewed and contingency dates noted
-  8. Buyer's required funds deposited
-  9. Preliminary Report/Title Commitment ordered
-  10. Inspections ordered
-  11. Credit report ordered
-  12. Appraisal ordered
-  13. Preliminary Report/Title Commitment reviewed and forwarded to lender and real estate agent
-  14. Disclosure package provided to buyer for review
-  15. Preliminary Report/Title Commitment reviewed by all parties
-  16. Loan program selected
-  17. Inspections reviewed and/or contingencies removed
-  18. Loan contingencies removed
-  19. Final documents accumulated for loan approval
-  20. Appropriate title report items cleared by escrow/settlement officer and any additional conditions reviewed
-  21. Loan package submitted to underwriting
-  22. Loan approved
-  23. All invoices/statements delivered to lender at least 10 days prior to closing
-  24. Closing Disclosure (CD) prepared and delivered
-  25. Signing appointment scheduled
-  26. Closing documents signed. Cannot occur less than 3 days after CD is received
-  27. Final funds from buyer deposited into escrow
-  28. Signed loan documents returned to lender
-  29. Funding package reviewed
-  30. Loan funds issued
-  31. Documents recorded with the local recording office (timing varies by state, check with your escrow/settlement officer)
-  32. Escrow closed; final accounting; checks written and disbursed; closing statements issued
-  33. All parties notified by escrow upon closing
-  34. Keys released to new owner
-  35. Celebration!