



SUCCESSFUL TIPS TO AVOID ESCROW DELAYS



HOW TO HAVE A SMOOTH ESCROW PROCESS:

- Always make sure to return any missed phone calls from your Escrow Officer
- Provide all vesting information at the opening of escrow
- Complete all paperwork in a timely manner and double check for accuracy and completeness (ie. social security number, insurance company, ect.)
- Provide loan information as soon as available for the demand to be ordered
- Closely review all executed documents for any missing signatures and/or initials
- Ensure your Grant Deed is notarized and present at closing
- Keep the lines of communication open with all applicable parties (ie. your agent, seller, buyer, Escrow Officer)
- Inform your Escrow Officer of your insurance (ie. agent name, phone number) as soon as possible
- If a problem arises, notify your Escrow Officer immediately!

WHAT CAN YOUR AGENT DO?

- Provide a property profile when opening escrow
- Keep the executed purchase contract and all signed amendments present so terms are clear at the opening of escrow
- Maintain the contact information for the other agent so communication is fast and efficient
- Have lender information available as to not delay certification instructions
- Complete all required documentation and/or requested information thoroughly (ie. insurance for the buyer, loan information for seller, etc.)
- Return all escrow papers as quickly as possible. When applicable, confirm they are notarized
- Triple check all documents! Make sure your client has signed everything accurately and completely



FOR MORE INFORMATION, CONTACT:

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