



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, etc.)
- 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

Studio Escrow is licensed and regulated by California's Department of Financial Protection and Innovation (DFPI). The company provides a full suite of escrow services to the professional real estate community and direct to the public. The company is bonded by the E AFC which is similar to the insurance provided by the FDIC. Our escrow officers are held to the highest standards and have the most extensive level of experience to handle the most complex and high volume of escrow transactions in the industry.