

WHAT AGENTS NEED TO KNOW:

IMPORTANT DOCUMENTS TO PROVIDE TO ESCROW IN A TIMELY MANNER

During the course of an Escrow Transaction, each of the parties involved is responsible for completing important documents. To help the Escrow Process flow smoothly, Real Estate Agents should complete/have their clients complete the following forms and submit them to their Escrow Officer as soon as possible.

PAGE 10 OF THE PURCHASE AGREEMENT

FULLY COMPLETED CONTRACT
INCLUDING ANY COUNTER OFFERS
AND ANY ADDENDA

PRELIMINARY TITLE REPORT APPROVAL

HOA DOCUMENT APPROVAL

COMMISSION AGREEMENT BREAKDOWN

CREDIT CARD AUTHORIZATION

FOR ORDERING CITY ORDINANCES/HOA DOCUMENTS

ENTITY DOCUMENTS

FOR TITLE'S REVIEW

SELLER'S INFORMATION SHEET

PAYOFF / LIENS

VESTING AND INSURANCE INFORMATION