



ESCROW

KEYS TO A SUCCESSFUL CLOSING

The most successful closings come from Teamwork between all parties involved in the transaction...Buyer, Seller, Realtor, Loan Officer, Title Officer and Escrow Closing Team. There are proactive steps both Buyers and Sellers can take to help ensure a successful closing.

BUYERS

- Verify with your Loan Officer that all conditions have been met for your loan.
- Notify your Escrow Closing Team who your Lender and Homeowner's Insurance Company will be.

SELLERS

- Provide your Escrow Closing Team with your forwarding address, any existing mortgage information, leased equipment, homeowners association and utilities (if they need to be paid).
- The way in which sellers decide to receive funds will determine when they receive their proceeds.
They may choose to:
 - *Pick up a check, after recording numbers have been received by escrow .*
 - *Have escrow mail their check to them .*
 - *Have funds wired into their account, to be received the next business day.*

BOTH BUYERS & SELLERS

- Keep your Agent and Escrow Closing Team informed of any vacation plans or times you will be unavailable.
- If you plan to have your documents reviewed by an attorney, please notify your Escrow Closing Team at least 48 hours prior to signing.

BEFORE THE SIGNING APPOINTMENT

- Expect to sign at the escrow company about one or two business days before the closing date.
- If funds are required to close, be prepared to bring the monies in the form of a cashier's check 24 hours before recording or wire transfer the same morning as closing.
- Have a valid photo identification available at your signing appointment: Driver's License / State ID, Passport or Green Card.

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CONTACT US:

Phone: 888.828.0018

Fax: 800.793.0374

Email: EscrowOrders@RainierTitle.com