

## Escrow File Checklist

Here is a checklist of items that will need to be in your escrow file before the closing of your real estate transaction.

- Provide a copy of the fully executed contract.
  - Are there any addendums (please provide as soon as possible)?
- Provide complete Agent and Broker Information including address and licensing information
- Contact information for Buyers and Sellers
- Address of the Property
- Purchase Price
- Loan amount (always communicate any changes in the loan amount)
- Close of Escrow (always communicate any changes in the close of escrow date)
- Confirm buyers names, and marital status and or entity that is taking title
  - How will the buyer take title to the property?
- Confirm that the buyer and seller have proper ID and names on the contract match the names on the ID
- Commission Demand Statements from Listing and Selling Brokers
- Who is paying the (County/City) transfer tax?
- Who is paying for the NHD Report? Submit a copy of the Invoice
- Who is paying for the Home Warranty? Submit a copy of the Invoice
- Are there any Seller Credits (closing costs/repairs)?
  - Provide a list items paid outside of closing (appraisals, inspections, credit reports)
- Will there be a Rent Back?
- Provide terms of the rent back to escrow
- Provide the contact information for the Buyers fire/hazard Insurance
- Provide other terms depending on the location:
  - Sewer Lateral, gas shut off, forms required by the city/county, repairs, inspections etc
- Is there an HOA? If so, who will provide document and transfer fees?
- Does this home qualify as the Seller's primary residence?
- Will the buyer or seller need a mobile notary(ies)?
- Solar panel system? Inform Escrow Officer if leased or owned

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