

## Communication = Closings

Thank you for choosing Old Republic Title. In order to avoid delays, it is important that the information is accurate on your open order sheet and we receive your information as early in the escrow process as possible. If the terms of the escrow change, please notify your Escrow Officer immediately.

**Escrow Number:** \_\_\_\_\_

- 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, 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 of 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)?

We recommend that you review this checklist 10-14 days before the close of escrow and communicate any changes with your Escrow Officer.

**Contact your Escrow Officer or Account Executive if you have any questions.**

**Please ask us for information on common ways to hold title, potential property tax discounts for seniors, title insurance, the escrow process and more.**