

Prior to Escrow Signing

- ❑ All contact Information (home, work, cell & email etc.)
- ❑ Fill out Statement of Information form, if required (provided by Escrow officer).
- ❑ Fill out Information Request form (provided by Escrow Officer). Be sure to provide complete and accurate account numbers, social security numbers and Homeowners Association (HOA) information, if any. This information is needed to help avoid delays in obtaining payoff demands.
- ❑ Let Escrow Officer know if the property being sold is NOT your primary residence.
- ❑ Advise Escrow Officer if someone on title is deceased.

Note: With the receipt of the buyers' loan documents your Escrow Officer will contact you to set up the signing appointment.

At Escrow Signing

- ❑ All individuals vested in title must be present at the signing. If this causes a conflict please let your Escrow Officer know as soon as possible.
- ❑ All must present valid identification in the form of a **CURRENT** Driver's License, Passport, Department of Motor Vehicles Identification Card, or other approved identification card provided it has a photograph, description of the person, signature and an identifying number.
- ❑ If your sales proceeds will be wired into an account, you will need to provide the name of the institution, routing number, and account number.



SELLER'S CHECKLIST

A start to finish checklist on what you'll need to provide and what to expect throughout your Escrow transaction.

After the Close of Escrow

- ❑ Cancel your fire insurance (you may need to show a copy of your Settlement Statement which will be provide to you in your closing papers)
- ❑ Notify utility companies
- ❑ Submit change of address to DMV and Registrar of Voters

Side Note

If uncertain who to turn to for answers below are the best sources for most common questions:

Details of your purchase agreement
Your Real Estate Agent

Final amount you will net at closing
Your ORTC Escrow Officer

Property Taxes
Your Lender or Mortgage Company

Income (personal taxes)
Certified Public Accountant (CPA)