

## 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? (If yes, 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 and tax ID number(s)
- ☐ Purchase price
- ☐ 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
- ☐ Commission demand statements from listing and selling brokers
- ☐ Is there a county transfer tax?
- ☐ Who is paying for the home warranty? Please, submit a copy of the invoice.
- ☐ Are there any seller credits (closing costs/repairs)? Please submit invoices to escrow.
- ☐ Provide a list of items paid outside of closing (appraisals, inspections, credit reports)
- ☐ Will there be a rent back? If yes, please provide Agreement to Occupy to escrow.
- ☐ Is there an HOA? If yes, please provide a contact name and phone number of the management company or individual who can provide demand.
- ☐ Will the buyer or seller need mobile notaries?

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.**

Effective 2.13.17 | Old Republic Title is providing this information as a free customer service and makes no warranties or representations as to its accuracy.

Old Republic Title strongly recommends that consumers confer with their title insurer as underwriting requirements vary among companies and further, obtain guidance and advice from qualified professionals, including attorneys specializing in Real Property, Trusts and/or Title Insurance to get more detailed, and current, information as to any particular situation affecting them.

