



# SELLER'S CHECKLIST

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

## Prior to Escrow Signing

- Let your Escrow Officer know the best way to contact you (telephone numbers including home, cell or work and email).
- 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 your Escrow Officer know if the property being sold is NOT your primary residence.
- Advise your Escrow Officer if someone on title is deceased.
- Notify your Escrow Officer if you will be out of town during the escrow period
- If applicable, complete Seller's Affidavit of Non-Foreign Status

*\*Note: With the receipt of the buyers' loan documents your Escrow Office 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 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.



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