



# BUYER'S CHECKLIST

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

## Prior to Escrow Signing:

### Escrow Requirements:

- All contact Information (home, work, cell & email etc.)
- Fill out the Information Request form (provided by Escrow Officer)
- Decide how you would like to hold title to your new home. You may want to consult with a lawyer or a qualified professional before making this decision.
- Let your Escrow Officer know if funds are coming from the sale of an existing home.
- Upon receipt of your loan documents, your Escrow Officer will call you with the amount needed to close which is required in the form of a wire transfer or cashier's check payable to Old Republic Title.

### Hazard Insurance:

- Obtain quotes and make a decision on your agent and coverage.
- Give your Escrow Officer the agents name and phone number (preferably 30 days prior to close of escrow).

### Loan Approval:

- Provide lender with all documents for the loan approval.
- Ensure names are spelled correctly on loan application and as you would like them to appear on your deed.
- Remind your loan agent that the Escrow Officer needs loan documents prior to your appointment date (24 hours in advance if possible).



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## At Escrow Signing:

- All individuals named on the Deed of Trust 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.

## When Do I Get the Keys?

After you sign all of the documents the Escrow Officer will prepare them to record at the County Recorder's Office. If there is a lender involved the Escrow Officer will work with the lender to "fund the loan". When the funds are in escrow the Escrow Officer will send the Deed(s) to the County Recorder to be officially recorded. When you hear "we are on record" the transfer of title has occurred and you now own the home.

Keys will be handed over by the sellers or the seller's agent to you or your agent and the recorded Deed will be mailed to you from the County Recorder's Office usually within 2-3 weeks.

## 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 needed to close escrow**  
Your ORTC Escrow Officer

**Possession of keys to home**  
Your Real Estate Agent

**Loan requirements and financial matters**  
Your Lender or Mortgage Company

**Hazard Insurance-Insurance Agent Escrow Instructions**  
Your ORTC Escrow Officer

**How to take title or ownership**  
Attorney or Legal Advisor