



## Tips for a Smooth Escrow Closing

Courtesy of Chicago Title's Escrow Department

- Make sure the Purchase and Sale Agreement is fully executed with names, marital status of all parties, addresses and contact phone numbers. Also, make sure the Purchase and Sale Agreement is legible since this is Escrow's main source of information.
- Is there a Power of Attorney needed? If so, make sure the client has the original or it has been recorded. Have Escrow or Title review it as soon as possible to confirm form, dates and notary are correct.
- Are the buyers or sellers out of state? Let the Closer know early to allow adequate time for delivery of documents.
- Are the buyers or sellers out of the country? If so, the client must have the documents notarized at an American Consulate or Embassy.
- If any divorces, deaths or trusts appear on title, we will need copies of divorce decrees, death certificates or trust agreements (not necessarily available through public record).
- Are utilities addressed on the Purchase and Sale Agreement? Is the addendum attached? Make certain your Closer has a list of the utilities that need to be paid.
- If the property is a condominium or PUD, please furnish Escrow with the name and address of the Homeowner's Association.
- Are there any specific or special needs of your buyer or seller? The Escrow Officer can help you with schedules, physical limitations or other needs.
- Is the buyer receiving a home-buyer's warranty? If so, let the Closer know who is ordering it and who is paying for it.
- Did you specify Chicago Title for your Title and Escrow?

Request a copy of the Preliminary Title Report and review it!

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