

ESCROW TIMELINE

Agent: _____ MLS#: _____ Sales Price: _____
 Property: _____
 Seller: _____
 Buyer: _____

CONTINGENCIES

<u>TYPE/ DESCRIPTION</u>	<u>DAYS</u>	<u>DUE DATE</u>	<u>REMOVED</u>
_____ MUTUAL ACCEPTANCE:			
_____ FORM 17 DELIVERED:	_____	_____	_____
_____ EARNEST MONEY DUE:	_____	_____	_____
_____ FINANCING CONTINGENCY:	_____	_____	_____
_____ TITLE CONTINGENCY:	_____	_____	_____
_____ INSPECTION:	_____	_____	_____
_____ HO ASSOC REVIEW:	_____	_____	_____
_____ CLOSING DATE:	_____	_____	_____
_____ POSSESSION:	_____	_____	_____
_____ Signed Exhibit A	_____	_____	_____

ESCROW AGENT CHECKLIST

- _____ Create Players Sheet
- _____ Create Escrow Timeline; **provide copy to office manager**
- _____ Receipt for Earnest Money
- _____ Insure signed 'Acknowledgement Receipt'
- _____ Complete Commission Disbursement Form 40
- _____ Fully Signed Copy of Purchase and Sale Agreement
- _____ Copies of all Addendum's Signed by all Parties
- _____ Copy of Fully Executed Form 17
- _____ Copy of signed Legal Description
- _____ Copy of Inspection Response Form 35R and Inspection Report
- _____ Copy of Title Report
- _____ Copy of CC&Rs and/or Resale Certificate if applicable
- _____ Copy of signed Lead Based Paint Disclosure Form 22J
- _____ Copy of Pending MLS printout
- _____ Weekly Escrow Status Updates
- _____ A week prior to close, schedule review of file with Karene
- _____ Prepare 'Just Sold' postcard

SELLER:

- _____ Report Pending in MLS
- _____ Call Title; order title for all parties
- _____ Call Escrow Company to deliver contract and earnest money
- _____ Provide Form 17, CC&Rs, and/or Resale Certificate ASAP
- _____ Double check fully signed Listing Agreement
- _____ Double check copy of brochure, and other marketing

BUYER:

- _____ Create Paperless Pipeline Account
- _____ Copy of Escrow Check and Receipt to Office Manager
- _____ Call Escrow Company to deliver contract and earnest money
- _____ Request Form 17, Title, CC&Rs, and/or Resale Certificate ASAP
- _____ Make introduction to lender and obtain appraisal date

CLOSED:

- _____ Copy of Sold MLS printout of said property
- _____ Copies of all correspondence
- _____ Copy of Final HUD Closing Statement
- _____ Mail 'Congratulations' letter to Client
- _____ Order sign post down from www.signpros.net
- _____ Remove Lockbox, update log with admin, update Supra
- _____ Mail/ Distribute 'Just Sold' postcard
- _____ Post on social media