

The Buyer(s)

Submit a written offer to purchase (or accepts the Seller's counter-offer) accompanied by a good faith deposit amount.

Applies for a new loan, completing all required forms and often prepaying certain fees such as a credit report and appraisal costs.

Approves the preliminary report and any property disclosure, or inspection reports called for by the purchase and sale agreement (Deposit Receipt).

Approves and signs the escrow instructions, new loan documents and other related instruments, required to complete the transaction.

Fulfills any remaining conditions specified in the contract, lender's instructions and/or the escrow instructions.

Approves any final changes by signing amendments to the escrow instructions or contract.

Deposits sufficient funds in the escrow to pay the remaining down payment and closing costs.

The Lender

Accepts the new loan application and other related documents from the borrower and begins the qualification process.

Orders and reviews the property appraisal, credit report, verification of employment, verification of deposit, preliminary report and other related information.

Submits the entire package to the loan underwriters for approval. When approved, loan conditions and title insurance requirements are established.

Informs borrower's of loan approval, terms of commitment, expiration date, and provides a good faith estimate of the closing costs.

Deposits the new loan documents and instructions with the escrow holder for borrower's approval and signature.

Reviews and approves the executed loan package and coordinates the loan funding with the Escrow Officer.

The Escrow Officer

Receives an order for the title and escrow services.

Orders the title search & examination on the property. Acts as impartial stakeholder in fiduciary capacity for all documents & monies required to complete the transaction.

With authorization from principals, orders demands on existing deeds of trust and liens or judgments, if any.

Reviews documents received in the escrow. Preliminary Title Report, payoff of assumption statements, new loan package, and other related instruments. Reviews the condition in the lender's instructions, including the hazard and title insurance requirements.

Prepares the escrow instruction and required documents, together with a preliminary estimate of settlement charges for the borrower in accordance with the terms of sale.

Presents the instructions, documents, statements, loan package and other related documents to the principal for approval.

Reviews the signed instructions and documents, returns the loan package, and requests the lender's funds.

Receives the balance of funds required from the borrower and/or the proceeds of the loan from the lender.

Determines when the transaction will be in the position to close and advises the parties involved.

Assisted by title personnel, records the deed of trust and other documents required to complete the transaction with the county recorder and orders the title insurance.

Closes the escrow by preparing the final settlement statements, disbursing the proceeds to the seller, paying off the existing obligations. Delivers the appropriate statements, funds and remaining documents to the appropriate parties.

The Seller(s)

Accepts Buyer's offer to purchase and initial good faith deposit to open escrow.

Submits documents & information to escrow holder, such as: address of lien holders, tax receipts, warranties, any leases and/or rental agreements, etc.

Orders inspections, receives clearances & approves final reports and/or repairs to the property as required by the terms of the purchase agreement.

Approves and signs the escrow instructions, payoff demands, grant deed and other related documents required to complete the transactions.

Approves any final changes by signing amendments to the escrow instructions or contracts.

Escrow/Title Company

Examines the title to the real property and issues a preliminary title report. Determines the requirements & documents needed to complete the transaction & advises the Escrow Officer.

Reviews and approves the signed documents, releases and the order for title insurance, prior to the closing date.

When authorized by the Escrow Officer, records the signed documents with the County Recorder's office and prepares to issue the title insurance policies.