



ESCROW THE ESCROW PROCESS

What is Escrow? Escrow is a system of document transfer in which a deed, bond or funds is delivered to a third person to hold until all conditions in a contract are fulfilled.

The Escrow Agent:

The Escrow Agent is a neutral third party acting on behalf of the buyer and seller.

The Escrow Agent's primary purpose is to close the transaction according to the Parties' instructions. Usually this involves clearing Title, acting as an intermediary between various interested parties, disbursing funds, recording the deed and security documents, paying off existing liens or mortgages and the proration of real property taxes to ensure an accurate and complete closing.

Escrow provides one central place where all funds documents may be deposited.

Important Terms:

TITLE INSURANCE

A report providing information related to all recorded documents affecting a specific piece of property.

SETTLEMENT STATEMENT (HUD)

An itemized spreadsheet detailing all debits and credits associated with the closing transaction.

RECORDING

Filing documents for public record (and notice) with a registrar (ie County) as required for completion of an Escrow transaction.

- 1 Initiation** Agents or Transaction Coordinators forward mutually accepted Purchase and Sale Agreement to Rainier Title.
- 2 Confirmation**
 - Open transaction file using information provided from Purchase and Sale agreement
 - Send confirmation/requests for information to all parties in the transaction
 - Confirm Title report ordered
- 3 Verification** (All information in 5 days prior to closing)
 - Receive Title report; Review for problems; Clear all Title issues (Deeds, liens, etc)
 - Gather property information including homeowners association dues, utilities (water/sewer) mortgage payoff(s), taxes, and commissions
- 4 Preparation** (2-3 days prior to closing date)
 - Upon receipt of lender's documents, Escrow Closer prepares transaction file
 - Send estimated settlement statements to lender and agents for review
- 5 Signings/ Documentation** (1-2 days prior to closing date)
 - Complete buyer(s) and seller(s) signings
 - Notarize, review, package and return documents to lender for review/approval
 - If applicable:
 1. collect funds from buyer
 2. collect last minute closing conditions for lender
- 6 Completion** Day of closing
 - Balance file with lender and obtain approval to release transaction for recording
 - Contact Rainier Title to release transaction for recording
- 7 Upon Receipt of Lender Funds & Recording #'s**
 - Notify agents of closing
 - Notify buyer(s) and seller(s) of closing
 - Disburse all funds, including seller proceeds, for transaction
 - Mail copies of final settlement statement to all parties in the transaction

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to place your next Title or Escrow order!

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**One Focus...
Your Success!**

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