



# ESCROW KEYS TO A SUCCESSFUL CLOSING

The most successful closings come from Teamwork between all parties involved in the transaction...Buyer, Seller, Realtor, Loan Officer, Title Officer and Escrow Closer. There are proactive steps both Buyers and Sellers can take to help ensure a successful closing.

## BUYERS

- Verify with your Loan Officer that all conditions have been met for your loan.
- Notify your Escrow Officer who your Lender and Homeowner's Insurance Company will be.

## SELLERS

- Provide your Escrow Officer with your forwarding address, any existing mortgage information, leased equipment, homeowners association and utilities (if they need to be paid).

## BOTH BUYERS & SELLERS

- Confirm with your Agent that all contingencies have been satisfied.
- Keep your Agent informed of any vacation plans or times you will be unavailable.
- If you plan to have your documents reviewed by an attorney, please notify your Escrow Officer at least 48 hours prior to signing.

## BEFORE THE SIGNING APPOINTMENT

- Expect to sign at the escrow company about one or two business days before the closing date.
- If funds are required to close, be prepared to bring the monies in the form of a cashier's check 24 hours before recording or wire transfer the same day as closing.
- Have a valid photo identification available at your signing appointment: Driver's License / State ID, Passport or Green Card.
- Expect signing to last approximately one hour if you are the buyer and 30 minutes if you are the seller.

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to place your next Title or Escrow order!

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

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